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LIBRARY

Class  
027

Book  
E92R

Volume  
1855/96  
1902/03

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Return this book on or before the  
**Latest Date** stamped below.

Theft, mutilation, and underlining of books  
are reasons for disciplinary action and may  
result in dismissal from the University.

University of Illinois Library

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LIBRARY  
OF THE  
UNIVERSITY of ILLINOIS.

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REPORTS  
OF THE  
PRESIDENT  
AND  
FINANCE COMMITTEE,  
Free Public Library,  
Evanston, Ill.,  
FOR YEAR ENDING  
MAY 31, 1896.



# PUBLIC LIBRARY REPORT.

## Financial Statement and Work of the Library for the Past Year.

EVANSTON, Ill., June 25, 1896.

*To the Honorable Board of Directors of  
the Free Public Library, Evanston, Ill.*

GENTLEMEN: I have the honor to present to you the annual report of the condition of the library for the year ending May 31, 1896.

The cash receipts and disbursements are as follows:

### RECEIPTS.

Balance cash in hands of librarian at last report.....	\$ 16 27
For fines for books overdue.....	241 05
For duplicate cards.....	4 35
For sale of catalogues.....	9 00
From transient patrons.....	10 50
For books lost and damaged and paid for.....	7 88
From the library fund, city treasurer.....	6,490 86
<b>Total.....</b>	<b>\$6,779 91</b>

### DISBURSEMENTS.

Books purchased.....	\$2,164 85
Subscriptions to periodicals.....	144 45
Binding books and periodicals...	299 50
Services of librarian.....	1,000 00
Services of assistant librarians and page.....	1,234 96
Services of janitor.....	180 00
Insurance on furniture and books	140 00
Lighting.....	462 42
Furniture, cleaning and repairs..	466 75
Printing, stationery and postage	77 50
Incidentals .....	106 29
Re-classification of books.....	390 90
	<hr/> 6,667 62

Balance cash in hands of librarian....	\$ 112 29
Books and periodicals in the library at date of this report.....	15,871
Books and periodicals in the library at date of last report.....	13,968

Showing an increase during the year of..	1,903
Books worn out and withdrawn.....	169
Books lost and damaged, paid for and replaced..	7
Cards—family, teachers and individual, in force at date of this report.....	2,287
Cards in force at date of last report.....	1,718

Showing an increase during the year of... 569



The following is a classified list of the books issued to the patrons of the library during the year:

Fiction.....	30,623
Juvenile .....	16,085
Reference.....	7,758
Miscellaneous.....	4,057
History .....	1,799
Biography .....	1,234
Travel.....	914
Poetry .....	695

Total for the year.....	63,165
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Total circulation for previous year.....	52,435
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Showing a gain for the year of.....	10,730
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The foregoing statements are tabulated from the records of the past year, and a brief analysis thereof, together with a few comparisons and comments, will not be amiss, and may possibly contribute somewhat to a better understanding and appreciation of the work of the library.

The amount of cash received at the desk for fines, duplicate cards, catalogues, and from transient persons for the privileges of the library, together with the amount received for books lost and damaged, aggregates \$272.78, as against \$197.43 for the same period the previous year, being a gain for the past year of \$75.35. The greater portion of this increase comes from fines and duplicate cards furnished, which taken together are in excess of the receipts from the same source during the previous year, \$59.49, thus showing that the librarians have been very careful in the enforcement of the rules and regulations regarding the retention of books over time.

The amount drawn from the general fund in the hands of the city treasurer aggregates \$6,490.86, whilst the amount drawn during the previous year was \$6,479.39, which is only \$11.47 less than the amount for the past year.

The total cash receipts amount to \$6,763.64, as against \$6,676.82 for the

previous year, the receipts for the past year being only \$86.82 in excess of the previous year. Of this amount, \$75.35 is from the increased receipts at the desk, and \$11.47 from the city treasurer.

The amount disbursed for books is \$417.83 less than that of the previous year. The amount of the subscriptions for periodicals is \$25.52 more than for the previous year, a number of publications having been added to our list, and the amount paid for binding books and periodicals is \$42.25 less than that of the previous year. The aggregate amount of these three items—books purchased, subscriptions to periodicals, and binding books and periodicals—is \$2,608.80, or about 39½ per cent of the entire disbursements for the year.

The amount paid for the services of librarian and assistants aggregates \$2,234.96, an increase over the previous year of \$224.51, which is a little over 33½ per cent of the entire disbursements.

The amount paid for the janitor, insurance, lighting, furniture, cleaning and repairs, printing, stationery and postage, and incidentals, amounts to \$1,432.96, and is about 21½ per cent of the entire disbursements.

The amount expended for re-classification is about 6 per cent of the entire disbursements.

The amount expended for the purchase of books, \$2,164.85, divided by the increase of books for the year, 1,903, shows the average cost per volume of books added to the library to be about \$1.10, against an expenditure of \$2,582.68 for the same purpose during the previous year, the increase being 1,390, making the average price of books purchased about \$1.80 per volume. However this comparison as to the actual average cost per volume of books pur-

chased, is hardly just, because in the additions for the past year are included a larger number of donated volumes than was received during the previous year.

The increase of salary for the services of librarians and page, as previously stated, amounts to \$224.51 for the year, but the increase in circulation makes the expense for this service, when compared with the previous year, in favor of the past year, the exact figures being as follows:

Circulation for the past year 63,165, which was handled at an average expense of about 3 5-10 cents per volume. The circulation for the previous year was 52,435, and the expense for librarian's services was \$2,010 45, making the average expense per volume about 3 8-10 cents. These figures show that the expenses of this department are being kept within the limits of the precedent established in the past.

The total disbursements for the past year amount to \$6,667.62. The total disbursement for the previous year was \$6,666.34, making the difference in the total cash disbursements for the past two years only \$1.28.

The increase in the number of volumes added to the library during the past year is 513 more than that for the previous year. The number of cards issued to new patrons of the library shows a gain over the previous year of almost 33½ per cent.

The circulation of the library shows substantial gains in every department except history, which lost 97, as compared with the year before. The increase in fiction is 4,778. The increase in juvenile is 2,099. The increase in the reference department is most gratifying, the circulation being 7,758, as against 4,678 the previous year, making the gain 3,080, which is about 66 per cent. Miscellane-

ous department shows a gain of 459, biography 85, travel 199 and poetry 137. The total gain for the year is 10,827, less the loss of 97 in history, which leaves the net gain in circulation for the year 10,730.

A careful study of the records of the cash disbursements suggests the following recommendations, namely: That there should be a separate account for furniture; another for the item of cleaning and repairs; also that printing, stationery and postage should each be kept in separate accounts. I would also recommend that there be taken at once a complete inventory of furniture and fixtures, and that the same be preserved in permanent form in the records of the library. That all additions made hereafter to furniture, shall be added to this record from the invoices, and that changes in value, from "wear and tear," or other causes, shall be noted on this record at least once each year, or whenever the board may direct.

The balance of the library fund in the hands of the treasurer of the city, as shown by our records on June 1, 1895, was \$6,313.46. The balance on hand June 1, 1896, as shown by the same record, is \$5,986.42, thus indicating that our disbursements have exceeded the income from taxation during the past year, \$327.04. There are outstanding and unpaid expenses belonging to the past year as follows:

Two months' services of Miss Gale as expert cataloguer in the preparation of a new card catalogue according to the new classification, \$100.

Also, heating for the last year, for which no bill was rendered. If these bills had been paid the excess of disbursements over the income from taxation for the year would have been about \$800. The

expense of completing the work of reclassification, and the preparation of necessary finding lists will cause the disbursements for the ensuing year to largely exceed the receipts from taxation.

The results of the year in every department are encouraging, and speak well of the efforts of the board of directors, and the efficiency of the librarian and her corps of assistants.

The work of library extension in connection with the public schools is only in its incipency, but the results attained in the preliminary effort are very gratifying, and the establishment of a more intimate relationship between teachers and librarians augurs well for a steady advancement of the work in this direction.

The work of reclassification is progressing satisfactorily, and begins to show the completeness of the library in its scope and the superior quality of its makeup. Dr. Wire, in conversation a few days ago said: "As I get into and amongst the books in the work of reclassification, I find that the selections are better than I expected, although I knew before I commenced that they were excellent. It certainly is a very fine library, and under the new classification will be more effective than ever before."

This statement from one so eminently competent to pass upon its merits, is certainly highly complimentary to the management of the library in the past, and I trust that its future growth may fully maintain this high standard of inherent excellence. Very respectfully,

J. W. THOMPSON, President.



## FREE PUBLIC LIBRARY.

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### Annual Report of Finance Committee of the Evanston Free Public Library.

EVANSTON, Ill., June 25, 1896.

*To the President and Board of Directors,  
Evanston Free Public Library, Ev-  
anston, Ill.*

GENTLEMEN: The finance committee of the Evanston free public library of Evanston, Ill., herewith respectfully submits its annual report for the fiscal year ending May 31, 1896, as follows:

First, it tenders the ledger, petty cash book and trial balance of the library for inspection of the board.

Second, it submits comparative tables of figures for the fiscal years ending May 31, 1895, and May 31, 1896. For the purpose of making these comparisons clear to the board the accounts have been grouped in a certain manner differing from the arrangement in the trial balance, bringing together all expenditures concerning "investment," and under the heading of "operating expenses," collecting together all which properly appertain thereto. To effect this correctly it has been necessary to split up *two* accounts, "binding" and "furniture and repairs." In the "binding" account, *new* binding is charged up under "investment," and "re-binding" under "operating expenses," it being one form of "repairs." The account previously carried as "furniture and repairs," is in our opinion entirely wrong, and should hereafter be divided, as our figures show, into "furniture and fixtures" (which come strictly under the domain of "investment") and "repairs" (which, of course, form one subdivision of "operating expenses"), and we respectfully request that such distinctions be hereafter observed.

By an oversight, the coal and engineer's bill of the city of Evanston, for the year ending May 31, 1896, was not paid, hence it will not appear in our expenses for that year. But to make a fair comparison with 1895 (which *did* include its coal and engineer's bill), we have included it in our table and deducted its amount of \$397.75 from the city treasurer's credit. We have included the "reclassification" expenses under "investment," believing that its component items for labor as well as for material belong as much to investment as the similar items in a manufacturing business belongs to its "plant," or to the "stock" in a commercial business.

Third, by bringing together the several totals of the two years in question as given below, we are able to compare the results clearly. Thus:

Credit and	1895.	1896.
cash.....	\$ 6,298 84	\$ 5,600 96
Investment	3,091 41	3,135 57
Operating		
expenses.	3,574 95	4,029 80
	<hr/> \$12,965 20	<hr/> \$12,766 33
Credit and		
cash.....	\$12,767 77	\$12,493 55
Mis. receipts	197 43	272 78
	<hr/> \$12,965 20	<hr/> \$12,766 33

From the above figures we see that the investment expenses of 1895 were 23.8 per cent of the total credit and receipts and the operating expenses were 27.6 per cent. For 1896, the investment account was 24.5 per cent and the operating expenses 31.5 per cent of their total credit and receipts. The expenses have therefore increased, which is to be expected, it remaining in the future our duty to see that they do not reach too high a percentage.

Respectfully submitted,  
WALTER LEE BROWN, chairman;  
CHARLES A. ROGERS,  
Finance Committee.

FISCAL YEAR ENDING MAY 31, 1896.

City treasurer

credit.....\$5,488 67

Libra'n—cash 112 29  
                    \$5 600 96

Investment—

Books..... 2,164 85

Periodicals..... 144 45

Binding— new. 2 45

Furniture and  
 fixtures.... 332 92

Re - classifica-  
 tion..... 490 90

                     3,135 57

Operating expenses—

Re-binding..... 297 05

Services..... 2,414 96

Insurance, ..... 140 00

Heat..... 397 75

Light..... 462 42

Repairs..... 133 83

Printing and  
 Stationery 77 50

Incidental ex-  
 penses..... 106 29

                     4,029 80

Library fund June 1, '95 6,096 62

Special book fund June  
 1, '95..... 202 22

Credit from taxes..... 6,194 71

                    \$12,493 55

Fines..... 245 40

Catalogues..... 9 00

Transients..... 10 50

Lost books..... 7 88

                     272 78

                    \$12,766 33

                    \$12,766 33

FISCAL YEAR ENDING MAY 31, 1895.

City treasurer

Credit.....	\$6,282 57	
Libra'n—cash	16 27	
	<u>          </u>	\$6,298 84

Investment—

Books — gen- eral fund..	2,284 99	
Books—special fund.....	297 78	
Periodicals.....	119 05	
Binding—new.	115 70	
Furniture and Fixtures...	273 98	
	<u>          </u>	3,091 41

Operating expenses -

Re-binding.....	228 05	
Services.....	2,190 45	
Insurance.....	162 50	
Heat.....	370 62	
Light.....	364 70	
Repairs.....	59 55	
Printing and stationery	115 25	
Incidental ex- pense.....	85 73	
	<u>          </u>	3,574 95

Library fund June 1, '94	\$6,462 76	
Cash on hand June 1, '94	5 81	
Credit from taxes.....	6,299 20	
	<u>          </u>	\$12,767 77
Fines.....	185 91	
Catalogues.....	8 35	
Transients.....	1 50	
Lost books.....	1 67	
	<u>          </u>	197 43
	<u>          </u>	<u>          </u>
	\$12,965 20	\$12,965 20

TWENTY-FOURTH  
ANNUAL REPORT

—OF THE—

Evanston Free Public Library,

EVANSTON, ILL.

1897.





TWENTY-FOURTH

ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF

EVANSTON, ILL.

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FOR THE YEAR ENDING MAY 31, 1897,

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INCLUDING A HISTORICAL SKETCH OF THE ORGANIZATION  
AND DEVELOPMENT OF THE LIBRARY.

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EVANSTON PRESS CO., PRINTERS,  
EVANSTON, ILL.

# BOARD OF DIRECTORS.

	Term Expires.
E. H. BOUTELL	1898
W. L. BROWN,	1900
J. W. BYAM,	1898
J. S. CURREY,	1899
R. C. LAKE,	1900
*D. H. LAMBERSON,	1899
W. S. LORD,	1898
C. A. ROGERS,	1899
J. W. THOMPSON,	1900

## OFFICERS.

J. W. THOMPSON, President. J. S. CURREY, Vice-President.  
W. S. LORD, Secretary.

## STANDING COMMITTEES, 1896-7.

BOOKS—BOUTELL, LAMBERSON, BROWN.

MANAGEMENT—CURREY, LORD, BYAM,

FINANCE—LAKE, ROGERS, THOMPSON.

## LIBRARY STAFF.

MARY BOYDEN LINDSAY, Librarian.

HATTYE L. ALLING.

GERTRUDE L. BROWN.

CORA M. HILL.

BERTHA S. BLISS.

HAROLD Y. CURREY.

\*Resigned in June on account of absence abroad as special agent U. S. Treasury, and Prof. F. W. Nichols was appointed to fill unexpired term.

# HISTORICAL SKETCH.

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BY L. H. BOUTELL.

The Evanston Free Public Library is the outgrowth of the Evanston Library Association. In the fall of 1870 a meeting was called of the citizens of Evanston favorable to the establishment of a free public library. As the State law did not then allow towns to be taxed for this purpose, it was determined to form a voluntary association for the purpose of maintaining a library as free as possible under the circumstances. The result was the formation of the Evanston Library Association, which was subsequently incorporated under the general laws of the State. It started with a well-selected library of about nine hundred volumes. All residents of Evanston were allowed the free use of the books in the Library rooms, and books could be taken from the Library on the payment of a small weekly fee, or an annual fee of five dollars. These fees sufficed to pay the running expenses of the Library.

The Library was opened February 9, 1871. It was kept open during the afternoons and evenings of every week day till October, 1871, when the great fire in Chicago made it necessary to curtail expenses, after which it was opened, at first once, and then twice a week. Over one thousand dollars were expended for books at the opening of the Library, and about seven hundred dollars for furniture and fixtures. This amount was derived principally from donations of money by friends of the enterprise, the largest of which was five hundred and seventy-five dollars from Mr. Luther L. Greenleaf, with whom the enterprise originated, and from fees for life memberships. Valuable donations of books were made by various gentlemen, the largest contributions coming from H. G. Powers, A. Shuman, J. S. Jewell and L. J. Gage.

During the session of the Legislature of 1872 a bill was introduced to enable any city to establish and maintain by taxation a

free public library. At the request of Mr. L. H. Boutell this bill was amended through the efforts of Hon. E. S. Taylor, who was in Springfield at the time, so as to give similar powers to all municipal corporations. In April, 1873, the citizens of the Village of Evanston, without dissent, voted for a two mill tax for a free public library. As soon as the Board of Directors of the Public Library was appointed, the Trustees of the Evanston Library Association, in compliance with a vote of the Association, transferred the books and other property of the Association to this Board of Directors, on condition that the Library be maintained as a free public library for the use of the inhabitants of the Village of Evanston. This trust was accepted by the Board of Directors July 3, 1873, and the Library thrown open to the public.

Since the organization of the Evanston Free Public Library, twenty-four years ago, the number of its volumes has increased from one thousand to nineteen thousand, and its annual income has risen from twelve hundred to six thousand dollars. Its public usefulness has kept pace with its increased facilities, and its improvements have been along the same lines on which it started out. In the Constitution of the Evanston Library Association, its objects were stated to be "to establish and maintain a public library and reading room, and in connection with this by all suitable means to awaken a desire for sound knowledge and a correct taste, and to provide for the gratification of the same among all classes of the community." These objects have always been kept steadily in view. The thousand volumes with which the Library began its work were chosen with reference to these objects, and the selections then made have formed the basis on which all subsequent additions have been built up. Special pains have been taken to supply the wants of classes formed for the study of literature, history and art.

The Library has been greatly hampered for the want of proper room in which to do its work. For sixteen years it occupied the second story of the building now numbered 613 Davis street, at first using the east half of that story, and subsequently the whole of it. April 27, 1889, the Library was moved to the first story of Anton Blocks' building, on Sherman avenue. On the 27th of April, 1893, the Library took possession of its present quarters over the City Hall.



Since the occupation of its present quarters the Library has entered on a new career of prosperity. A large, light and cheerful room permitted the books to be displayed so that the public could see and enjoy them. To most persons in Evanston this sight was a genuine surprise.

The Library was now so large that for its proper administration it needed the services of a trained librarian, thoroughly informed as to the latest and best methods of library work. The Directors were fortunate in finding such a person in Miss Mary B. Lindsay, who had been through a course of library instruction in Mr. Dewey's school in Albany, and had afterwards been chief cataloguer in the Public Library at Peoria, Illinois. Miss Lindsay entered upon her duties in June, 1894.

On the 26th of September, 1895, the Directors voted to devote the east portion of the reading room to a Reference Department. This is one of the most important steps taken to make the Library more serviceable to the public. A valuable reference library had been accumulating from the beginning, but there had been no place where it could be properly used. In its present light and attractive quarters, it has done more than any one thing to increase the number of readers in the Library. An entirely new and most interesting feature is the great number of school children who have resorted to it for help in their school work. Readers have now access not only to the shelves of the Reference Department, but as far as possible under the present arrangement to those of the entire Library.

A simple system of classification was adopted at the beginning, and worked well while the Library was small, but the great increase in the number of books made a more minute and systematic classification necessary. In January, 1896, it was decided to adopt the Dewey system of classification, with the Cutter system of author numbers. Dr. G. E. Wire, formerly of the Newberry Library, was employed to make the new classification, and Miss Mary E. Gale, an expert cataloguer, was employed to make a card catalogue of the re-arranged library. New card cases were procured, and placed where they are accessible to the public. This new classification made available, for the first time, the public documents in the Library. The work of reclassification was performed without closing the Library or materially inter-

fering with its use. A catalogue of Fiction and of Books for Young People is now in the hands of the printer. A change in the method of issuing books, from family cards to individual cards, has increased the circulation of the Library, and proved to be more satisfactory to the public. At first the Library was open the afternoons and evenings of three days each week. It is now open every day, except Sundays and holidays, from 9 a. m. to 9 p. m.

A marked feature in the work of the past two years has been the efforts to interest the teachers of the public schools in the Library, and furnishing them such books as they needed for the use of the pupils in their studies. The different literary clubs of Evanston have been supplied by the librarian with lists of books relating to the subjects selected for their year's work. Books desired for these purposes, not in the Library, are promptly purchased.

Thus the Library has become a most potent factor in promoting the education of all classes in the community. To perfect this work the Library should be housed in a building of its own. In the spring of 1887 an effort was made by the Directors to obtain subscriptions for such a building, but it failed of success. The question arises whether the time has not come to make a new effort in this direction.

Appended is a list showing the number of books in the Library each year from the beginning to the present time, followed by lists of the names, and terms of service from the beginning to the present time of the Directors, the Presidents, the Secretaries, the Book Committees, the Librarians and the Assistant Librarians of the Free Public Library of Evanston, and of its predecessor, the Evanston Library Association.

NOTE—In a letter from Mr. E. S. Taylor, received too late for publication, he describes the difficulty of obtaining the consent of city members to extend the provisions of the law to towns and villages. Several bills were introduced; but the one which finally passed was prepared by Senator J. K. Edsall, with the assistance of Mr. Taylor, and combines some of the features of the other bills.

## ANNUAL GROWTH OF THE LIBRARY.

June, 1871—	916 volumes.					
Oct., 1872—	918 volumes.	net growth,	.	.	.	2 volumes
June, 1873—	932 volumes.	"	"	.	.	14 volumes
May, 1874—	1046 volumes.	"	"	.	.	114 volumes
May, 1875—	1654 volumes.	"	"	.	.	608 volumes
May, 1876—	2281 volumes.	"	"	.	.	627 volumes
May, 1877—	2516 volumes.	"	"	.	.	235 volumes
May, 1878—	2791 volumes.	"	"	.	.	275 volumes
May, 1879—	3114 volumes.	"	"	.	.	323 volumes
May, 1880—	3318 volumes.	"	"	.	.	204 volumes
May, 1881—	4159 volumes.	"	"	.	.	841 volumes
May, 1882—	4367 volumes.	"	"	.	.	208 volumes
May, 1883—	4757 volumes.	"	"	.	.	390 volumes
May, 1884—	5181 volumes.	"	"	.	.	424 volumes
May, 1885—	5814 volumes.	"	"	.	.	633 volumes
May, 1886—	6491 volumes.	"	"	.	.	677 volumes
May, 1887—	7013 volumes.	"	"	.	.	522 volumes
May, 1888—	7646 volumes.	"	"	.	.	633 volumes
May, 1889—	7702 volumes.	"	"	.	.	689 volumes
May, 1890—	9004 volumes.	"	"	.	.	1302 volumes
May, 1891—	9666 volumes.	"	"	.	.	662 volumes
May, 1892—	10056 volumes.	"	"	.	.	390 volumes
May, 1893—	11198 volumes.	"	"	.	.	1142 volumes
May, 1894—	12578 volumes.	"	"	.	.	1380 volumes
May, 1895—	13968 volumes.	"	"	.	.	1390 volumes
May, 1896—	15871 volumes.	"	"	.	.	1903 volumes
May, 1897—	18778 volumes.	"	"	.	.	2907 volumes

## DIRECTORS.

L. L. Greenleaf,	.	.	.	.	.	1870 to 1874
H. G. Powers,	.	.	.	.	.	1870 to 1871
Chas. Randolph,	.	.	.	.	.	1870 to 1871
Samuel Greene,	.	.	.	.	.	1870 to 1874
Lyman J. Gage,	.	.	.	.	.	1870 to 1871
Ambrose Foster,	.	.	.	.	.	1870 to 1871
Andrew Shuman.	.	.	.	.	.	1870 to 1874
L. H. Boutell,	.	.	.	.	1870 to present time	
J. S. Jewell, M. D.,	.	.	.	.	.	1870 to 1874
J. H. Kedzie,	.	.	.	.	.	1870 to 1877
Rev. E. O. Haven, D. D.,	.	.	.	.	.	1870 to 1872
J. S. Page,	.	.	.	.	.	1871 to 1873
O. S. Willard,	.	.	.	.	.	1873 to 1874
E. S. Taylor,	.	.	.	.	.	1873 to 1874
Thomas Freeman.	.	.	.	.	.	1873 to 1876
H. M. Bannister.	.	.	.	.	.	1874 to 1878

W. N. Brainerd,	. . . . .	1874 to 1878
N. C. Gridley,	. . . . .	1875 to 1895
C. A. Rogers,	. . . . .	1876 to present time
E. A. Gage,	. . . . .	1877 to 1880
H. G. Lunt,	. . . . .	1878 to 1885
S. H. McElwain,	. . . . .	1878 to 1881
E. A. Lord,	. . . . .	1880 to 1883
W. E. Stockton,	. . . . .	1881 to 1884
C. W. Northup,	. . . . .	1883 to 1886
Holmes Hoge,	. . . . .	1884 to 1890
J. S. Currey,	. . . . .	1884 to present time
J. A. Pearsons,	. . . . .	1887 to 1890
J. W. Thompson,	. . . . .	1890 to present time
F. E. Lord,	. . . . .	1890 to 1894
W. S. Lord,	. . . . .	1892 to present time
D. H. Lamberson,	. . . . .	1893 to present time
J. W. Byam,	. . . . .	1893 to present time
W. L. Brown,	. . . . .	1894 to present time
R. C. Lake,	. . . . .	1895 to present time

## PRESIDENTS.

L. L. Greenleaf,	. . . . .	October 18, 1870, to June 21, 1873
J. H. Kedzie,	. . . . .	June 21, 1873, to April 26, 1877
L. H. Boutell,	. . . . .	April 26, 1877, to May 2, 1882
N. C. Gridley,	. . . . .	May 2, 1882, to June 25, 1895
J. W. Thompson,	. . . . .	July 25, 1895, to present time

## SECRETARIES.

Samuel Greene,	. . . . .	October 18, 1870, to November 6, 1873
E. S. Taylor,	. . . . .	November 6, 1873, to May 7, 1874
H. M. Bannister,	. . . . .	May 7, 1874, to May 8, 1875
N. C. Gridley,	. . . . .	May 8, 1875, to April 25, 1878
H. G. Lunt,	. . . . .	April 25, 1878, to April 29, 1886
J. S. Currey,	. . . . .	April 29, 1886, to July 28, 1894
W. S. Lord,	. . . . .	July 28, 1894, to present time

## COMMITTEE ON BOOKS.

L. H. Boutell,	. . . . .	October 25, 1870, to the present time
Andrew Shuman,	. . . . .	October 25, 1870, to July 8, 1873
Dr. E. O. Haven,	. . . . .	October 25, 1870, to July 8, 1873
Dr. J. S. Jewell,	. . . . .	July 3, 1873, to May 7, 1874
Wesley Brainerd,	. . . . .	May 7, 1874, to April 26, 1877
N. C. Gridley,	. . . . .	April 26, 1877, to June 25, 1895
J. W. Thompson,	. . . . .	August 31, 1893, to July 31, 1894
D. H. Lamberson,	. . . . .	July 30, 1894, to July 29, 1897
W. S. Lord,	. . . . .	July 27, 1895, to July 30, 1896
W. L. Brown,	. . . . .	July 30, 1896, to the present time



## LIBRARIANS.

Thomas J. Kellam,	January to March, 1871
Miss Mary E. Greene,	March, 1871, to March, 1872
Miss L. H. Newman,	March, 1872, to October, 1875
Miss N. A. Lathrop,	October, 1875, to September, 1876
Miss L. H. Bannister,	September, 1876, to November 15, 1880
Miss Lizzie R. Hunt,	November 15, 1880, to September 15, 1882
Miss Ada L. Fairfield,	September 15, 1882, to September 15, 1883
Miss Anna P. Lord,	September 15, 1883, to November, 1888
Miss Laura R. Richards,	November, 1888, to May, 1891
Miss Mary S. Morse,	May, 1891, to October, 1891
Miss May Van Benschoten,	October, 1891, to June, 1894
Miss Mary B. Lindsay,	June, 1894, to the present time

## ASSISTANT LIBRARIANS.

G. E. Wire,	October 26, 1876, to September, 1878
John C. Bannister,	September, 1878, to November, 1880
G. E. Wire,	November, 1880, to June, 1881
Frank Lord,	July, 1881, to September, 1884
Frank E. Lovett,	September, 1884, to November, 1888
Laura R. Richards,	January 28, 1888, to November, 1888
C. H. Zimmerman,	January 28, 1888, to June, 1889
Mary S. Morse,	January 28, 1888, to May, 1891
F. E. Lovett,	June, 1889, to October, 1889
Frank W. Hemenway,	October, 1889, to October, 1890
H. M. Echlin,	October, 1890, to January, 1891
Brook Draper,	January, 1891, to April, 1891
Henry B. Merwin,	April, 1891, to October, 1891
May Van Benschoten,	May, 1891, to October, 1891
Isabelle Morse,	October, 1891, to November, 1892
James T. Wray, Jr.,	November, 1891, to September, 1895
Jeanie Smith,	December, 1892, to June, 1894
May Van Benschoten,	June, 1894, to September, 1894
Hattye L. Alling,	June, 1894, to the present time
Cora M. Hill,	September, 1894, to present time
Gertrude L. Brown,	November, 1895, to the present time
Bertha S. Bliss,	October, 1896, to the present time

## DIRECTORS' REPORT.

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*To the Honorable, the Mayor and City Council of the City of Evanston:*

The Board of Directors of the Free Public Library respectfully submit their twenty-fourth annual report for the year ending May 31, 1897.

The past year has been an eventful one in the work of the Library. It has been a period of readjustment, readaptation and extension. The intent has been to improve, practicalize and make the work of the Library more effective along established lines taking up only such new work as our present organization and resources would enable us to properly handle, and which seemed to give promise of accomplishing the greatest amount of good. The somewhat complex character of our population, the large area over which it is scattered, and the lack of transportation facilities from some of the more remote portions of the city to the City Hall, make the question of administering the Library, so that all may share its benefits alike, somewhat intricate and difficult of solution.

The Library is the creation of the people; it is sustained by the people; and its benefits should be made available to every man, woman and child in our municipality. This is the primary object of all extension work; but its full attainment will require time, patient and persistent effort, and greatly improved and extended administrative advantages. It is hoped that the time is not very far distant when this Library will be brought into sympathetic and helpful relationship with the entire reading population of Evanston. This implies a working relationship with all literary and study clubs, a personal contact with each solitary student who would be benefited thereby, mutual co-operation with all the teachers in the work of the Public Schools, and an open door and cordial reception to every seeker after mental illumination or recreation through the medium of the Library. In a broad and general sense this means that the Library shall be a center of literary and scientific culture. Amongst the improved facilities now greatly needed, and without which the efficiency of

the work of the Library is greatly impaired, are the following: a separate room for the children, another room for the use of study clubs, etc., where popular lectures on library extension, science, literature, art, etc. could be given; and which could also be used for educational exhibitions of various kinds under the auspices of the Library. Such a room would also be a great boon to many of the teachers in our Public Schools, as a central place to which they could bring their pupils in a body for lectures and talks requiring such aids as the Library could and would gladly afford.

The Reference Department, which is the real popular educational feature of the Library, cannot be properly developed and conducted, or its present resources made fully available, without additional room and greatly improved administrative provisions. It was hoped that in the re-organization and re-arranging of the City Hall, there would have been space enough so that the Library could have had at least a room for the juvenile department of the Library and the exclusive use of the children. This would have enabled the Board to extend and improve the Reference Department at once.

In considering the needs of this Library to-day it should be borne in mind that it has a different environment, occupies a much more extended field, and has greatly enlarged capabilities from that of the not very remote past. Also that the modern Library is a very different organization from that of the Library of a few decades ago. Then the Library was a repository of books; now it is an intellectual workshop. Then the Librarian was a guardian and purveyor of books; now the Librarian is a teacher, a leader, a guide. Then the Library was for the student and the bookworm; now the Library is for everybody from the youngest to the oldest, from the most humble to the most elevated—for the working-man, the minister, the merchant, the artisan, the clerk—in short for every occupation and following. Ten years ago this Library had on its shelves 7,013 volumes; now it has nearly 19,000 volumes. The population of our city shows a still larger percentage of gain.

The Public Library properly conducted, is the People's University—a school for everybody—and it should be regarded as one of the most effective departments of the educational system of our city.

Hon. Charles F. Warwick, mayor of Philadelphia, Pa., says:

"The city cannot too liberally support such an institution, and no one can measure the extent and usefulness of its influence. As the River Nile, with its overflow, wrought fertility and wealth to Egypt, so will the free Library, extending its influence in every direction, spreading out on all sides, bring stability, intelligence, fame and wealth to our city and her people."

The Free Public Library belongs to the citizens. It is an inalienable part of their civic rights, and its maintenance and conduct should be an object of interest to every resident of Evanston. A most cordial and hearty invitation is extended to all to carefully and thoroughly inspect the Library in all its departments, and to co-operate in all efforts to develop, extend and improve its resources. The income of the Library is small when compared with the field, the rapidly growing demands upon its resources, the varied and complex character of the work that it is already accomplishing, and its relative importance as one of our great educational agencies. It certainly needs no argument to show that in no way can private generosity contribute more effectively to promote the education and the elevation of the community, than by making the Free Public Library the object of its benefaction.

The use of the Library during the year has been very satisfactory. The growing interest in its welfare and success, the steadily increasing patronage, and the constant broadening of its field of operation are unquestionable evidences as to the effectiveness of the work being done. The heartiness with which the Librarian and her staff have responded to the increased demands upon them, and their enthusiasm in promoting and extending the highest interests of the Library, have been a source of great satisfaction. *The details of the year's work* will be found in the Librarian's report, hereto subjoined, which is very complete, full of valuable information, and is made a part of the Directors' report.

*The Financial Exhibit* for the year will be found in the tabulated statements of the finance committee, which is also made a part of the Directors' report. Respectfully submitted,

J. W. THOMPSON, *President.*



## LIBRARIAN'S REPORT.

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*To the Board of Directors of the Evanston Free Public Library:*

GENTLEMEN—Herewith is submitted the annual report of the condition and work of the library for the year ending May 31, 1897.

In reviewing the work of the past year the first question that naturally presents itself is—"What has the library contributed to promote the education and advance the welfare of the community?" Realizing the practical character of our work the librarian and members of the library staff have endeavored to keep in mind their degree of responsibility towards making the library a growing power along educational lines. Success in this line of work would be impossible without the co-operation of the various educational organizations. To this end we have co-operated as far as possible with the teachers in the public schools, the various literary societies and clubs and the individual patrons of the library.

The manifest appreciation of the library's efforts in this direction and the hearty response from the schools and the clubs, has been a source of much encouragement to us and a stimulus to greater effort with a view to increased efficiency in every department.

### LIBRARY HOURS LENGTHENED.

On March 15, 1897, in accordance with the action of your Board Feb. 25, 1897, the library hours were extended and the time of opening was made 9 A. M. instead of 1 P. M., and the circulating department was closed at 8 P. M. instead of 9 P. M.; the reading room and reference department only remaining open until 9 P. M., except on Saturdays when the circulating department is open until 9 P. M. This change, throwing the library open in the forenoon has been very acceptable to patrons of the library. This was very clearly demonstrated on the first day when thirty books were issued before 1 o'clock P. M., the former hour of opening. The number of books issued during the morning hours has stead-

ily increased ever since. The reading and reference rooms are also well patronized at this time, as they afford during these hours a quiet place for reading or study, uninterrupted by the busy little workers from the schools. The latter part of the afternoon is "Children's hour" in the reference room, and the increasing use of this department by the school children is very encouraging. The reading and reference room should be accessible at all times and the question of keeping them open Sundays and holidays will have to be considered by your Board at an early date.

### BOOK CIRCULATION.

The details of circulation will be found in the tables appended and only a few general results are given under this heading. Total circulation for the year amounts to 71,120 volumes against 63,165 volumes for the preceding year, a gain of 7,955.

The library was open 291 days during the year. The average daily circulation was 245. The largest issue of any one day was 579 volumes on Saturday, February 13; the smallest issue of any one day was 76 volumes on Thursday Sept. 17, which was easily accounted for by a hard rain.

The largest issue of any one month was 9,140 volumes in April. The smallest issue of any one month was 2,210 volumes in August. During this month the Library was closed from the 3d to the 17th on account of decorating and cleaning the rooms.

The percentage of fiction circulated was  $46\frac{1}{4}$ ; that of children's books, 22. The total gain in circulation was 11,616 volumes, but the loss by reason of closing the Library two weeks in August, as compared with the same month of the preceding year, was 3,661 volumes, which makes the net gain only 7,955.

Every month in the year except August shows a gain in circulation. The character of the circulation as shown by the percentages has changed but slightly, but these changes are in the direction of improved quality.

### REFERENCE DEPARTMENT AND READING ROOM.

In noting the number of books used for reference, it may be mentioned that no record is kept of the books consulted at the shelves by those having access thereto, or of the number of peri-

odicals read, which are accessible to all who come into the reading room. It is impossible as well to keep a strictly exact record of the use of the books on the open shelves in the reference room. The enforcement of the regulations requisite to such statistics would necessarily interfere with and restrict such use.

The growing patronage of the reading and reference rooms has been a matter of great satisfaction; the crowded attendance many times during the past year, taxing to the full capacity both the room and the limited assistance at our command for these purposes.

The reference department which is one of the most important departments from an educational standpoint, has not received the attention which its importance demands. This lack of attention is due both to lack of room and assistance. A way out of the difficulty in our present quarters would be to provide a room for the exclusive use of the children.

### WORK WITH THE CHILDREN.

Not having a children's room, or even space for a children's corner in our reading room, our special work for them has been much hampered, and our only method for direct work was by co-operation with the schools. This has opened up a most interesting field of operation. Books have been taken during the entire school year to the Lincoln, Central, Central Street and Wesley Avenue schools, and have been circulated from the schools under the supervision of the teachers. The total circulation through the schools was 3,119 volumes. This circulation embraces natural science, useful arts, fine arts, literature, history, travel, biography, etc. Many of these books were from the main library, as well as from the children's library, selected by the teachers with reference to the particular requirements of the pupils in their regular studies. This has brought the reading of the pupil to a large extent under the direct supervision of his teacher and in harmony with his studies.

This work is opening up a much wider field to the Library; not only are more children brought into contact with the books, but through the children, parents and older members of families have been introduced to the Library, who heretofore were wholly unaware of the treasures stored up within its walls, which were

heirs but for the asking. Our city has grown to extend over such a large territory that families who are in the extreme north or south limits are too far from the Library to allow the children to come here. This leads to the suggestion that in the near future the question of establishing branch libraries or delivery stations should be considered by your Board.

A collection of mounted pictures consisting of photographs of famous places or art reproductions, is being made and will be circulated to the teachers for use in illustrating lessons or for promoting a love of art among the pupils.

The work for the children with us is only in its beginning. It is a field which offers greater opportunities for good than any other single department in library work. Our pressing need is a children's room, where the children may be turned loose among their own books, with some one in charge of that room to guide them in their use of the various reference books for their study and to turn their attention to the best books for their reading.

#### REGISTRATION OF MEMBERS.

On Sept. 1, 1896, we began issuing individual membership cards instead of family cards as heretofore. This was in accordance with the resolution of your Board, passed Aug. 29, 1896, revising Section 3 of Rules and Regulations. This change which allows each reader two books on an individual card, has proved very acceptable to the patrons and brings us more readers.

In October 1896, the privileges of the circulating department were granted to all students of the Northwestern University and Garrett Biblical Institute. The non-resident students had heretofore been accorded the use of the reading room only. Privilege is now granted them of drawing one book each, from any class except fiction, this class being in greatest demand among general readers. The University by the action of its Board of trustees, in accepting the above privileges, became responsible for the observance of the rules of the Library and any loss or injury of books by the students. Statistics of registration will be found appended.

#### THE LIBRARY.

At the close of last year there were 15,871 volumes in the Library. There have been added during the year 3,164 volumes.



of which 510 were by gift, and 2,654 by purchase. During the year 248 volumes have been worn out and withdrawn from circulation; and 9 volumes were lost or damaged and paid for. This makes a net gain for the year of 2,907 volumes, and the total number of volumes in the Library at close of year, 18,778 volumes. The work in connection with the schools necessitates the purchase of many duplicate and triplicate volumes.

The work of re-classification by Dr. G. E. Wire, progress of which was reported in our last year's report, was completed Aug. 31, 1896. The new arrangement is the Dewey decimal classification with the books arranged in each class by the Cutter author tables. This work was begun Jan. 27, 1896, but was not continuous, Dr. Wire having been called away twice during that time. The dictionary card catalogue, begun Feb. 24, 1896, by Miss Mary E. Gale, was completed Dec. 10, 1896. Miss Gale catalogued not only all the books in the library at the time the re-classification commenced, but all the accessions, during the time the work was in progress.

On Nov. 5, 1896 work was begun on the preparation of an annotated finding list of fiction and books for young people. This work was about completed May 31, ready to be placed in the hands of the printers.

Among some of the notable accessions of the year may be mentioned: Jeypore Portfolio of architectural details (Jeypore, India), 6 volumes of plates. Johnson, Samuel—Dictionary, 2v. 1755 (1st edition). Edinburgh Review from the beginning to 1885. Temple edition of Shakespeare's works, 40 v.

The binding for the year includes 176 newly bound volumes and 687 re-bound volumes, making the total bound and re-bound 863 volumes. Record has not been kept of the number of books repaired in the library, but this is a work which requires a great part of the time of one assistant, and a constant and careful supervision is kept over the books in circulation, to keep them in as good condition as possible.

#### MISCELLANEOUS.

*Printed bulletins* of additions to the Library have been issued bi-monthly during the year. Special bulletins of books used by the Art and Literature Section and the Child study Department,

of the Woman's Club, have been issued, all of which have been circulated free.

*It is the policy of the Library* to be as liberal in allowing access to shelves, as is possible with our limited room. The efficiency of the Library could be greatly increased, if we were in a position to throw open the shelves to the public.

*The lack of a historical association* in Evanston has urged upon us the necessity of collecting and preserving all matter relating to Evanston and all works written by Evanston people; hence there has been opened a department called Evanstoniana. Would it not be well that the public be requested to make contributions to this department, where whatever there is of local historical interest might be preserved until such time as an association may be formed to carry on the work?

*Special meeting for teachers*, librarians and all others interested in the educational welfare of the community, was held on Friday evening, December 4th 1896, in the High School building, under the auspices of the Free Public Library. Addresses were made by Miss L. E. Stearns, Secretary of the Wisconsin Library Commission; Prof. F. W. Nichols, Superintendent of Schools, District No. 2; and Miss M. E. Ahern, Editor of Public Libraries. This meeting was a pronounced success and its influence upon the work of the Library with the schools, has been very beneficial.

*The Library has been represented* at the following Library Association meetings, National, State and local: Annual meeting American Library Association, September, 1896, Cleveland, Ohio; Illinois State Library Association, November, 1896, at Chicago, and May, 1897, at Peoria, Ill.; Wisconsin State Library Association, February, 1897, at Milwaukee; The Chicago Library Club, monthly meetings in Chicago and vicinity.

*The Library staff* has been increased during the year by the employment of Miss Bertha Bliss in the circulating department. Only words of commendation are called for in speaking of members of the Library staff. Their hearty interest in all the efforts for the good of the Library and their cheerful cooperation in all the changes and adjustments of the year have shown a real love for the work and conscientious loyalty that is in the highest degree commendable.

*The field is developing* faster than our ability to meet its growing requirements. Increased room and facilities would immeasurably increase the efficiency of the Library. We recognize that the primary objects of a Public Library are: first—to provide, in the words of the A. L. A. motto, “The best reading for the greatest number at the least cost;” and second—to maintain a great popular educational factor which shall be accessible to the entire community; and realizing the importance of these objects, it shall be the constant endeavor of the librarian and staff not only to maintain the present standard, but to aim to steadily increase the scope and efficiency of this Library.

Respectfully submitted,

MARY B. LINDSAY, *Librarian.*

# FINANCIAL STATEMENT

## OF THE FREE PUBLIC LIBRARY, EVANSTON, ILL.

### FOR THE YEAR ENDING MAY 31, 1897.

Balance cash in hand City Treasurer last report.....	\$5,886.42	
Received during the year from taxation.....	6,186.97	\$12,073.39
<hr/>		
Cash in hands of the Librarian (petty cash):		
Balance last report.....	112.29	
Received for fines for books overdue.....	205.97	
Received for sale of catalogues.....	1.30	
Received from transient patrons.....	2.00	
Received for books lost and paid for .....	5.41	
Received for postoffice box keys returned.....	1.00	\$ 327.97
<hr/>		
Total cash.....		\$12,401.36

#### DISBURSEMENTS.

Paid for books purchased. (2654 volumes ).	\$2,624.10
Paid for periodicals. (66 subscribed for)....	182.70
Paid for binding periodicals and pamphlets.....	330.95
Paid for furniture and fixtures.....	196.89
Paid for reclassification.....	463.65
	<hr/>
	\$ 3,798.29

#### Paid for operating expenses as follows:

Rebinding.....	\$ 220.31	
Salary Librarian and staff.....	2,668.96	
Janitor .....	207.50	
Insurance (three years) .....	330.00	
Heating (two years).....	589.08	
Postage and stationery.....	112.30	
Library supplies.....	136.54	
Incidental expenses .....	221.48	
Re-fitting, cleaning and repairs.....	290.85	
Lighting.....	390.84	\$5,167.86
		<hr/>
Balance cash on hand.....		\$ 3,435.21
Balance in hands of City Treas. ....	\$3,392.31	
Balance in hands of Librarian		
(petty cash).....	42.90	\$ 3,435.21
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The following comparative statement shows the disbursements under the various items of expenditure for two years:



COMPARATIVE STATEMENT CASH EXPENDITURES,  
1895-96 and 1896-97.

ITEMS.	1896.	1897.	Increased 1897.	Deer's ed '97.
Books purchased.....	\$2164 85	\$2624 10	\$ 459 25	
Periodicals.....	144 45	182 70	38 25	
1 Binding.....	290 50	551 26	251 76	
2 Librarians.....	2234 96	2668 96	434 00	
Janitor.....	180 00	207 50	27 50	
3 Insurance.....	140 00	330 00	190 00	
Lighting.....	462 42	390 84		71 58
Furniture, cleaning and repairs.....	466 75	487 74	20 99	
4 Printing, stationery and postage.....	77 50	248 84	171 34	
Incidentals.....	106 29	221 48	115 19	
5 Heating.....		589 08	589 08	
Reclassification.....	390 90	463 65	72 75	
	\$6667 62	\$8966 15	\$2370 11	71 58
Deduct expenses 1895-96, and decreased expense 1896-97.....		\$6667 62	71 58	
Net increase 1896-97.....		\$2298 53	\$2298 53	

NOTES.

1. For binding periodicals and pamphlets....., \$330.95  
For re-binding books in the Library..... 220.31
2. During the year the library staff was increased by the addition of one member.
3. This amount is for three years' insurance. There will be no insurance to pay for the next two years, except for an increase in the amount, should that be deemed necessary.
4. This includes, in addition to the ordinary outlay under this head, the cost of bi-monthly bulletins of additions to the Library, special bulletins of books for the Art and Literature Section of the Woman's Club, and the new blanks necessary on account of changing classification, membership cards, etc., also several new blank books of record.
5. The bill for heating for 1895-96 was not received from the City Clerk until after the fiscal year was closed; hence this amount is for two years' heating.
  - a. In 1895-96 the cost, per volume circulated, for Librarian's services was  $3\frac{1}{2}$  cents. In 1896-97 the cost was  $3\frac{3}{4}$  cents per volume. This increase is due to the loss in circulation on account of closing Library two weeks last August for cleaning and decorating.
  - b. The past year has been a period of reorganization throughout the entire Library, incident to the reclassification and adaptation to the rapidly broadening field of operation; hence the greatly increased outlay under some of the operating expenses.

Respectfully submitted

R. C. LAKE,

C. A. ROGERS,

J. W. THOMPSON,

*Finance Committee*

# TABULATED STATEMENTS.

## ACCESSIONS.

Number of books in the Library May 31, 1896.....	15,871
Number of books purchased the past year.. .....	2,654
Number of books donated the past year.....	510
Total number of books added the past year.....	3,164
Number of books worn out the past year.....	248
Number of books lost and paid for .....	9
Total number of books withdrawn the past year.....	257
Total net additions the past year.....	2,907
Total number of books in Library May 31, 1897.....	18,778

## ACCESSIONS ACCORDING TO CLASSIFICATION.

General works (including periodicals).....	661
Philosophy.....	32
Religion.....	48
Sociology.....	367
Philology.....	5
Natural science.....	135
Useful arts.....	172
Fine arts.....	73
Literature.....	335
History.....	163
Travel.....	136
Biography.....	173
Fiction.....	536
Juvenile.....	328
	3164

## TOTAL VOLUMES IN LIBRARY ACCORDING TO CLASSIFICATION.

General works.....	2159
Philosophy.....	263
Religion.....	451
Sociology.....	1765
Philology.....	94
Natural science.....	695
Useful arts.....	714
Fine arts.....	657
Literature.....	2253

Travel.....	1314
Biography.....	1615
History.....	1690
Fiction.....	3380
Books for young people.....	1728

18,778

## PERIODICALS.

Number of periodicals subscribed for.....	66
Number of periodicals donated.....	7

Total number of periodicals..... 73

## BINDING.

Number of volumes newly bound.....	176
Number of volumes rebound.....	687

Total number of books bound.....863

## NUMBER OF READERS.

Number of readers' cards in force end of last year.....	2287
Number of readers' cards added during the year.....	1906

Total cards in force May 31, 1897..... 4193

## GIFTS TO THE LIBRARY FOR THE YEAR ENDING MAY 31, 1897.

NAME OF DONOR.	Vol- umes.	Pamph lets.	Periodi cals.
Armour Institute of Technology.....	.....	1	.....
Atwell, Prof C. B.....	.....	1	.....
Belleville Public Library.....	.....	1	.....
Bliss, Miss B. S.....	.....	1	.....
Boardman, Dr. C. H.....	1	2	.....
Bright, Prof. O. T.....	6	.....	.....
Brown, Miss G. L.....	5	2	.....
Brown, W. L.....	2	2	.....
Brown, Mrs. W. L.....	1	.....	.....
Brymner, Douglas.....	.....	1	.....
Carnegie Free Library.....	.....	1	.....
Chicago Civil Service Commission.....	1	.....	.....
Chicago Public Library.....	.....	1	.....
Connecticut Public Library Committee.....	.....	1	.....
Cooley, L. E.....	.....	5	.....
Crocker, Miss Annette.....	.....	.....	1
Crocker, U. H.....	1	.....	.....
Dewey, D. B.....	2	.....	.....
Egleston, Mrs Thomas.....	1	.....	.....
Egypt Exploration Fund.....	1	.....	.....
Emerson, Prof. and Mrs. Joseph.....	1	.....	.....
Evanston Index.....	.....	.....	1
Evanston Press.....	.....	.....	1
Gillette, T. S.....	.....	1	.....

Good Government.....	1		
Grant, John.....	1		
Hall, Joseph.....		2	
Harvey, Mrs. E. D.....		1	
Hess, G. W.....	23		
Hill, Miss C. M.....		2	
Illinois Factory Inspectors .....	1	3	
Indianapolis Public Library.....		1	
Interstate Commerce Commission.....	1		
Iowa Masonic Library .....		1	
John Crerar Library .....		1	
Jones & Laughlin.....	1		
Kellogg, Dr. J. H.....		1	
McCormick, C. H.....	1		
Massachusetts Board of Education.....	1		
Massachusetts Free Public Library Commission.....		1	
Munson, M. A.....		1	
National Democratic Committee .....		1	
New Hampshire Library Commission.....	1	2	
New York Free Circulating Library.....		1	
Nichols, Prof. F. W.....		2	
North Dakota-Supt Public Instruction .....	1		
Northwestern Military Academy, Highland Park.....		2	
Northwestern University.....		2	
Omaha Public Library.....		1	
Outing Publishing Co.....	1		
Peoria Public Library.....		4	
Philadelphia Free Public Library.....		1	
Plympton, N. A.....		1	
Quincy Public Library.....		1	
Raddin, C. S.....		1	
Reynolds Library.....		1	
Rockwell & Churchill.....	1		
Salem Public Library .....		1	
Scates, Miss M. E.....	37		
Scranton Public Library .....		4	
Searight, J. A.....	1		
Seattle Library Commission.....		1	
Skinner, G. H.....	1		
Smithsonian Institute.....	2		
Stanton, Mrs. R. T.....	1		
Steward, J. F.....	1		
Stokes, A. P.....	1		
Stone, Miss E. A.....	1		
Syracuse Central Library.....		1	
Thompson, Col. J. W.....		1	
U. S. Government.....	58	180	4
University of Illinois.....		1	
University of State of New York.....	1	1	
University of Pennsylvania.....		1	
Vandercook, J. D.....	1		
Vermont Board of Library Commission.....		1	
Warren County Library.....		2	
Williams, L.....	1		
Wilmington Institute Library.....		2	
Wire, Dr. G. E.....		2	
Wisconsin State Library Commission.....		1	
	162	253	7



CIRCULATION BY MONTHS ACCORDING TO CLASSIFICATION, SHOWING PERCENTAGE, SCHOOL AND GENERAL CIRCULATION.

Per cent	Classification	June		July	Aug	Sep	October		November		December		January		February		March		April		May		Total		
		Sch	Genl				Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch	Genl	Sch
23	General works...			6	1	2		19		31	7	34	8	16		15		6		6		5		15	147
5	Philosophy.....		6	13	9	15		33		24		37		38		44		52		45		41			359
7	Religion.....		10	17	10	18		43		33		54		27		48		52		65		25			402
1.27	Sociology.....		16	47	33	49		81		97		82		103		104		90		111		93			906
.07	Philology.....		2	10	3	6		1				1		7		3		3				11			47
1.17	Natural sciences		24	39	22	47		87		41		54		51		74		103		155		80		54	777
7	Useful arts.....		15	18	12	18		40		34		53		29		39		58		85		40		23	441
1.21	Fine arts.....		18	38	22	32		95		79		105		52		85		124		119		83		14	852
3.7	Literature.....	1	89	101	63	108	3	211		234	15	233	24	252	8	258	39	309	18	394	274	108	108	2526	
3.1	History.....	7	106	107	37	105	45	186		178	34	192	77	171	57	215	32	190	32	284	17	152	324	1923	
2.36	Travel.....	4	29	57	28	65	2	186		155	21	193	21	176	31	205	24	141	27	198	7	126	137	1559	
2.22	Biography.....	1	66	105	68	95	1	132	20	129	6	138	31	102	7	187	34	85	45	184	11	130	156	1421	
46.27	Fiction.....		2278	3189	1170	2211	3	3008		2738	2	2975		2715	3	3003	21	3084	33	3761	29	2688	91	32820	
22	Juvenile.....		890	1571	526	902	117	1111	117	902	115	1162	340	1191	456	1139	452	1418	284	1616	140	1021	2197	13449	
14.5	Reference.....		340	454	206	457		924		780		1051		1010		1087		1147		1665		1251		10372	
	Totals.....	189	3897	5772	2210	4130	171	6157	160	5455	226	6364	519	5940	575	6506	623	6862	452	8688	204	6020	3119	68001	
	School Circulation....		189					171		160		226		519		575		623		452		204		3119	
	Total Circulation.....		4086	5772	2210	4130		6328		5615		6590		6459		7081		7485		9140		6224		71120	









LIBRARY  
OF THE  
UNIVERSITY of ILLINOIS.

TWENTY-FIFTH  
  
ANNUAL REPORT

— OF THE —

Evanston Free Public Library,

EVANSTON, ILL.

1898.







CITY HALL AND THE EVANSTON FREE PUBLIC LIBRARY.

TWENTY-FIFTH  
ANNUAL REPORT  
(SECOND PUBLISHED REPORT.)

OF THE

FREE PUBLIC LIBRARY

OF

EVANSTON, ILL.

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FOR THE YEAR ENDING MAY 31, 1898.

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INCLUDING AN HISTORICAL SKETCH OF THE ORGANIZATION  
OF THE LIBRARY.

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EVANSTON PRESS CO., PRINTERS,  
EVANSTON, ILL.

# BOARD OF DIRECTORS.

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L. H. BOUTELL,	1898
W. L. BROWN,	1900
J. W. BYAM,	1898
J. S. CURREY,	1899
R. C. LAKE,	1900
F. W. NICHOLS,	1899
W. S. LORD,	1898
C. A. ROGERS,	1899
J. W. THOMPSON,	1900

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## OFFICERS.

J. W. THOMPSON, President.      J. S. CURREY, Vice- President.  
W. S. LORD, Secretary.      MISS MARY B. LINDSAY, Ass't. Sec'y.

## STANDING COMMITTEES, 1897-8.

BOOKS—BOUTELL, BROWN, LAKE.

MANAGEMENT—CURREY, LORD, NICHOLS.

FINANCE—ROGERS, BYAM, THOMPSON.

## LIBRARY STAFF.

MARY BOYDEN LINDSAY, Librarian.

ELIZABETH P. CLARKE.

GERTRUDE L. BROWN.

CORA M. HILL.

BERTHA S. BLISS.

RALPH D. HUBBART.

Terms of L. H. Boutell, J. W. Byam and W. S. Lord expired June 30. Messrs. Boutell and Lord were reappointed and Hon. C. G. Neely was appointed as a new member.



INTERIOR VIEW EVANSTON FREE PUBLIC LIBRARY.

✓ 22867





## WHEN, BY WHOM, AND HOW THIS LIBRARY WAS ORGANIZED.

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The Free Public Library of Evanston was constituted June 21st, 1873. On this day the Board of Directors, who had been appointed by the Trustees of the Village of Evanston, held their first meeting, and organized by the election of the following officers: J. H. Kedzie, President, and Samuel Greene, Secretary.

This first Board consisted of the following persons: L. H. Boutell, J. S. Jewell, M. D., O. S. Willard, J. H. Kedzie, Samuel Greene, E. S. Taylor, Andrew Shuman, L. L. Greenleaf and Thomas Freeman. A committee, consisting of Messrs. Boutell, Greene and Kedzie, were appointed to draft by-laws and rules and regulations, for the government and direction of the Library. The meeting then adjourned until July 3rd.

The Board met pursuant to adjournment, and received the following communication from the Trustees of the Evanston Library Association:

EVANSTON, July 3, 1873.

*To the Board of Directors of the Free Public Library, of the Village of Evanston:*

The Trustees of the Evanston Library Association, in compliance with a vote of the members of said Association, hereby transfer to the Directors of the Free Public Library of the Village of Evanston, the books and other property of said Association, on condition that said books be kept as a Free Public Library for the use of the inhabitants of said village, and that said Board of Directors assume and pay the present debts and liabilities of said Association.

(Signed)

J. S. PAGE, *President, pro tem,*

SAMUEL GREENE, *Secretary.*

Upon motion this communication was received, the trust accepted, and the same ordered placed on the records of the Board.

By this act the Evanston Free Public Library became the legally constituted successor of the Evanston Library Association, accepting and assuming all that was thereby involved. The last Board of Directors of this Association, who closed up its affairs and transferred its books and property, consisted of the following persons: L. L. Greenleaf, President; Samuel Greene, Secretary; E. O. Haven, D. D., J. S. Jewell, M. D., Andrew Shuman, L. H. Boutell and Joel S. Page.

The Evanston Library Association, although short-lived, having been in existence only about three years, accomplished a good work. The foundations of the Evanston Free Public Library were laid, a State law was enacted, largely through the influence of this Association, authorizing towns and villages to organize Free Public Libraries to be maintained by taxation; the necessary action on the part of the people of Evanston in order to organize and maintain a Free Public Library, according to the provisions of this law, was secured; and when this was all accomplished, transferred its trust to the Board of Directors of the Free Public Library, closed up its affairs and went out of existence.

The first action toward the organization of a Free Public Library was taken at a meeting of the Association, October 29, 1872, at which time a committee consisting of L. L. Greenleaf, President, L. H. Boutell and J. S. Page, was appointed, and instructed to see what measures were needed to bring about the transfer of the Library Association to the Village of Evanston. As a result of the work of this committee a meeting of the members of the Library Association was called for May 22, 1873, for the purpose of voting upon a proposition to turn over the books and other property of the Association to the Directors of the Free Public Library. This meeting was held, and the proposition to transfer the affairs of the Library Association to the Board of Directors of the Free Public Library was unanimously carried. The Secretary was instructed to wait upon the President and Trus-

tees of the Village of Evanston, and acquaint them with the action of the Association. Very soon after this the Board of Directors of the Free Public Library was appointed. The proposition of the Library Association to transfer all its affairs was formally accepted, and the Free Public Library of Evanston became an established fact.

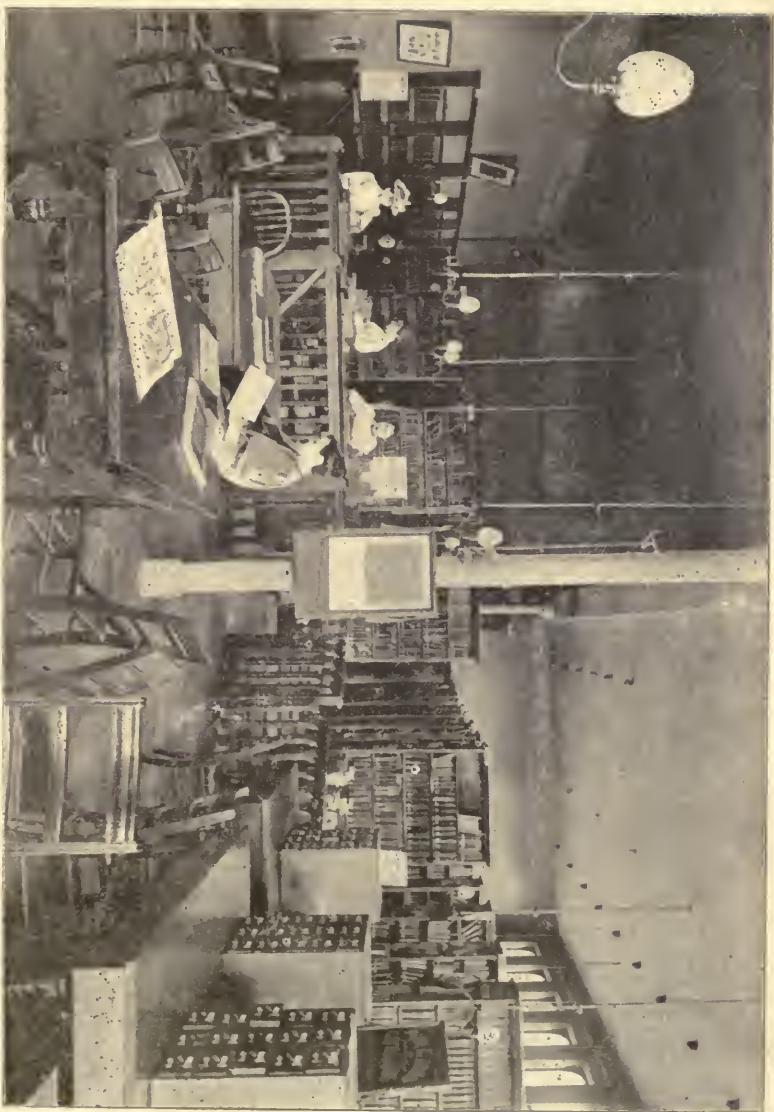
Twenty-five years have elapsed since this trust was accepted. From this small beginning the Library has steadily grown, until, according to its size, it now ranks amongst the foremost in the country. It has become one of the great popular educational powers in our city, and might with strict propriety be called "The University of the people." It was established by the people; it has been maintained by the people; and in administering this trust belonging to the people, it has always been the aim and object of its Directors to make it a Library for the people, without regard to age, sex, creed or condition.

### ANNUAL GROWTH OF THE LIBRARY.

June, 1871—	916 volumes.					
Oct., 1872—	918 volumes.	net growth,	.	.	.	2 volumes
June, 1873—	932 volumes.	"	"	.	.	14 volumes
May, 1874—	1046 volumes.	"	"	.	.	114 volumes
May, 1875—	1654 volumes.	"	"	.	.	608 volumes
May, 1876—	2281 volumes.	"	"	.	.	627 volumes
May, 1877—	2516 volumes.	"	"	.	.	235 volumes
May, 1878—	2791 volumes.	"	"	.	.	275 volumes
May, 1879—	3114 volumes.	"	"	.	.	323 volumes
May, 1880—	3318 volumes.	"	"	.	.	204 volumes
May, 1881—	4159 volumes.	"	"	.	.	841 volumes
May, 1882—	4367 volumes.	"	"	.	.	208 volumes
May, 1883—	4757 volumes.	"	"	.	.	390 volumes
May, 1884—	5181 volumes.	"	"	.	.	424 volumes
May, 1885—	5814 volumes.	"	"	.	.	633 volumes
May, 1886—	6491 volumes.	"	"	.	.	677 volumes
May, 1887—	7013 volumes.	"	"	.	.	522 volumes
May, 1888—	7646 volumes.	"	"	.	.	633 volumes
May, 1889—	7702 volumes.	"	"	.	.	689 volumes
May, 1890—	9004 volumes.	"	"	.	.	1302 volumes
May, 1891—	9666 volumes.	"	"	.	.	662 volumes
May, 1892—	10056 volumes.	"	"	.	.	390 volumes

May, 1893—11198 volumes.	"	"	.	.	.	1142 volumes
May, 1894—12578 volumes.	"	"	.	.	.	1380 volumes
May, 1895—13968 volumes.	"	"	.	.	.	1390 volumes
May, 1896—15871 volumes.	"	"	.	.	.	1903 volumes
May, 1897—18778 volumes.	"	"	.	.	.	2907 volumes
May, 1898—20981 volumes.	"	"	.	.	.	2203 volumes





INTERIOR VIEW EVANSTON FREE PUBLIC LIBRARY.





## DIRECTORS' REPORT.

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EVANSTON, ILL., June 30, 1898.

*To the Honorable, the Mayor and City Council, of the City of Evanston:*

The Board of Directors of the Free Public Library herewith submits the twenty-fifth annual report of the Library for the year ending May 31, 1898. The effect of the readjustment, readaptation and extension of the previous year has been most marked throughout the entire year; and the growth and extension of the work of the Library during this time is without a parallel in its history. There has been remarkable vigor in every department, and the final results of the year's work are in excess of the most sanguine expectation.

The steadily increasing membership, and the more general use of the Library by all classes of the community, show a growing appreciation of its privileges and benefits. It is becoming more and more a popular center of educational activity, thus bringing it more nearly up to the highest ideal of what a Free Public Library should be—a "university of the people." In short, it is rapidly coming into working relationship with all parts of our widely dispersed community, and its patrons now embrace the public schools, the University, the various literary and study clubs, individual students of all classes, the specialist, and general readers of every age, calling and condition.

The summing up of the year's work shows indisputable evidence of the steadily increasing efficiency of the Library in all its departments, and gives great promise of its future attainments.

The demands now being made upon it are really in excess of its ability to properly supply. The range of active work—of the most practical kind, and of the character most needed in this community, has broadened, and continues to broaden so rapidly, that the regular income is inadequate to

properly meet these requirements, and at the same time maintain the efficiency of the Library by making the necessary additions of new books. The field is so extensive, its requirements are so varied, and its possibilities are so great, that a reduction of the supply of new books would greatly impair its present and future efficiency by depriving it of the necessary means of keeping in close touch with the great pulsating world of thought and action. The reduction of its administrative corps, in order to maintain the necessary addition of new books, would cripple its executive ability, weaken its effectiveness and deprive it of the necessary power of adaptation. There is no other institution within our city limits that is doing, or has the capacity for doing, such a large variety of educational work for the entire community, as this Free Public Library. The present situation—that of being called upon by the community for more than it is able to properly take care of with its present resources, is not an anomaly in the experience of Public Libraries. Other Libraries have found themselves in similar condition; and in many places supplemental funds have been raised in order that there should not be any interruption in the Library work. In some places the additional funds have been secured by gifts of endowment; and in others by popular subscriptions, or both. The munificent gift of Mr. Lindgren a few years ago, of some \$1,500, for the purchase of books, was a magnificent precedent of public spirited enterprise, and a great boon to this Library.

It certainly does not require any argument to show that no other object of benefaction within the limits of Evanston, offers greater advantages for effectively promoting the education, and the mental and moral elevation of the entire community, than the Free Public Library. The extent and efficiency of its influence cannot be measured, or even estimated. Being free alike to all, this influence overflows the entire community, spreading out on all sides, bringing stability, intelligence, refinement, culture, fame and wealth to our entire city and its people.

The details of the year's work are most admirably shown in the Librarian's report and tabulated statements, which are

hereby made a part of the Director's report. The statement of the Finance Committee is a clear, concise and comprehensive presentation of the finances for the past year, and it is also made a part of the Director's report.

Particular attention is called to the letters from the Superintendents of various Public Schools, the Secretary of the Bryant Circle, and the President of the Art and Literature section of the Woman's Club, as they are evidence of the character and scope of some of the special work of the Library, and show hearty appreciation of this work on the part of those most competent to pass upon its merits. These letters will be found with the tabulated statements appended to this report.

The closing of this year marks the ending of the first quarter of a century of this Library. Twenty-five years ago, June 21, 1873, the first Board of Directors was organized by electing Mr. J. H. Kedzie, President, and Samuel Greene, Secretary. The Library then contained 932 volumes. It now has 20,981 volumes. During the first year of its organization there was expended for its maintenance, about \$1,100. Last year the disbursements amounted to almost \$8,000. During the twenty-five years, the total amount expended for books is \$25,164.90; for periodicals, \$2,764.54; for furniture and fixtures, \$3,147.46; for salaries, \$19,136.64; for other expenses of every kind connected with the administration of the Library, \$26,218.14, making the total amount expended during this time, \$76,434.68, an average annual disbursement of \$3,057.38. The number of volumes circulated is 721,978, an average annual circulation of 28,879. The net increase in the number of volumes contained in the Library is 20,049, an annual average growth of 802 volumes. The expense of operating the Library, based on its circulation, shows that the average cost per volume circulated is a little over 6.2 cents. Of this amount 3.6 cents is for expenses, and 2.6 cents is for salaries. The average cost per volume circulated last year is 5.4 cents, which is made up of the following: Salary of Librarians, 2.9 cents per volume and expenses 2.5 cents per volume. A statement of the annual expenditures by years, for twenty-



five years, will be found amongst the tabulated statements accompanying this report.

During all this time, one member of the present Board, has been actively connected with the directorate of this Library—Mr. L. H. Boutell. But few persons are ever permitted to render continuous and effective service in such an important local interest for so long a period of time. From a small and almost insignificant beginning, he has seen the Library pass from the Library Association into that of the Free Public Library of Evanston, and has witnessed its growth from the day of small things until it has become one of the most efficient of the smaller Libraries of our country. His work in connection with this Library will ever be a grand memorial to his intelligent and faithful devotion to the highest and best interests of Evanston.

Only words of the highest commendation are due the Librarian for the admirable manner in which the Library has been administered during the past year. The entire staff has shown a degree of faithfulness, efficiency and interest, that is most highly commended. In fact the successful outcome of the year's work is largely due to the intelligent co-operation of all connected with its administration. The Librarian and her staff have not only met the requirements of patrons, but whilst doing so they have displayed such earnestness, efficiency, intelligence and enthusiasm, as to encourage patronage, win confidence and awaken new interest.

One of the noted experiences of the past year was the reception of a proposition from one of Evanston's most worthy citizens, that a fund of \$100,000 be raised for the erection of a new Library Building; and that he would contribute \$10,000 thereto, provided the whole amount should be raised. This is worthy of special note, because it shows appreciation of the Library, its possibilities, and its great importance as one of the permanent educational agencies of the community; and that it should have a building especially adapted to its peculiar work. It is hoped that other citizens of Evanston may come forward and join in this most worthy and greatly needed enterprise. Why should not the Free

Public Library of Evanston be endowed with a competency, in addition to the funds derived for its maintenance from the regular sources, commensurate with its importance as a great popular educational agency; and why should it not be permanently established in a suitable building, which will be, to say the least, equal to that of any other city of similar size and standing?

Respectfully submitted,

JOHN W. THOMPSON, *President.*



## LIBRARIAN'S REPORT.

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*Board of Directors, Evanston Free Public Library:*

GENTLEMEN:—In submitting a report of the work of the year just closed, we desire to show what progress has been made by the Library along the broader educational lines of work, which were outlined in our last report. That the efforts made in co-operating with the schools and the literary clubs have been appreciated is best shown by the very cordial communications from officers of these organizations, which are incorporated in your President's report.

This twenty-fifth anniversary of the Public Library seems a fitting time for a retrospect, viewing the work of the year just past as compared with that of the work from the beginning.

### CIRCULATION OF BOOKS.

The growth of our patronage is best attested by our table of circulation, which is appended. During the 302 days in which the Library has been open in the past year, there have been used 99,910 volumes, of which 77,821 were issued for home reading from the Library and Schools, and 22,089 were used for reference. The total reference and home circulation would have exceeded 100,000 volumes had it not been necessary to close the Library one and one-half days in May during the removing of the old matting and the laying of the new linoleum in the reading and reference room.

Comparing with last-year's circulation we find a gain of 28,790 volumes for this year, which is a gain of 40.5 per cent. The average daily circulation was 331 volumes as compared with an average of 245 volumes for last year.

The largest circulation of any one day was 648 volumes on December 11, 1897, an increase of 69 volumes over the largest day of last year's circulation.

The circulation of Fiction shows a smaller percentage, being 42 per cent as compared with 46 per cent for last year.

## REFERENCE DEPARTMENT AND READING ROOM.

Perhaps the most marked growth of the year is that in the Reference Department, our records showing the use of 22,089 volumes, a gain over last year's use of 11,717 volumes.

This department shows an interesting record of growth. In the fall of 1895 the reference and art books were removed from the stacks alongside the east wall to the southeast corner of the reading room, making a pleasant and accessible reference room, where free access to the books could be allowed.

In October, 1897, in accordance with the action of your Board, the position of Assistant Librarian for Reference and School Work was created, the requirements being some Library experience and Library school training. In compliance with Civil Service Rules, an examination was held for this position, which was opened only to residents of Evanston. There being no successful candidates at this examination, it was found necessary to make a temporary appointment to this position from applications received from outside of Evanston. Miss Elizabeth Clarke of the Armour Institute Library School, and formerly Reference Librarian of the Syracuse, N. Y., Public Library, received this appointment and began her duties October 15, 1897. On December 18, 1897, a second examination was held, and as Miss Clarke was the successful candidate, her name was certified by the Civil Service Commission, and her appointment made by your Board, January 27, 1898, to the position of Assistant Librarian for Reference and School Work. The advantages of having a competent head to this department are manifold. We are enabled to give more time to reference workers and more books are placed at their disposal.

The work of preparing reference lists, which was begun two years ago, was necessarily limited owing to our lack of help. This year reading lists have been carefully prepared by the Reference Librarian for the schools and clubs as well as upon subjects of general interest. Some of these have been published in bulletin form. A series of holiday bulletins, on Thanksgiving, Christmas, Washington's birthday,

etc., was begun and have proved very useful in the schools as well as for general readers.

The reference work with the children in the Library is also showing encouraging results. The children are directed in the way of searching out things for themselves, and a more intelligent use of the many reference works is one of the results of the re-organization of this department.

### SCHOOL WORK.

A glance back at the work with the schools from the beginning shows a rapid growth in this very important branch of the Library's work.

In March, 1896, according to action of your Board, Prof. F. W. Nichols, the superintendent of District No. 2, was allowed to draw for his two schools, books to the number of 100 at a time, to be circulated to the pupils under his supervision. These books, circulating as they did in the more remote parts of our city, brought into touch with the Library, many families, who were not heretofore acquainted with it. The work grew very rapidly, and very soon came the very apparent need of more duplicates, in order that the supplying of the schools should not cripple the usefulness of the Library in the central districts.

In August, 1897, your Librarian requested the co-operation of a committee of your Board to plan for an enlargement of this work. This led to your decision to inaugurate a series of school libraries, and the first work undertaken by our Reference Librarian last fall was the preparation of a list of 100 books for School Library No. 1, which was adopted in November, 1897. This was followed in January, 1898 by School Library No. 2, and we hope may be followed by others until we are able to supply all the schools which are far removed from the Library. The plan is to circulate these Libraries among the schools until all have had each one for a term. Until this plan is perfected, the schools not supplied with a Library are given books from the main Library, selected by the teacher or the Reference Librarian.

The eagerness with which these books are received in homes where books are not among the common blessings of

life, should be a pathetic appeal for some plan of enlargement of the Library's book fund. The Reference Librarian visits the schools, becomes acquainted with the teachers and is enabled to determine the character of books needed in each of the different grades.

The lists of books representing the School Libraries have been graded as well as classified, and have been found to be very useful in directing the reading of children in the Library as well as in the school. Parents oftentimes ask for suggestions in selecting reading for their children.

We hope next year to form a Children's Library League. This plan, which originated in Cleveland, O., and is adopted in many other places, is an organization of young people, pledged to promote the reading of good books and to protect the books of the Library from injury. We regret to say that we have had serious occasion to seek some plan to encourage the better care of our books. Cases of book mutilation have come to light in the last few months which are deplorable. And while we do not consider the children as the only offenders, we know that if we have the children all on the side of the Library, we shall have a force of the brightest kind of detectives and a very strong sentiment will be created against such abuse of books.

### REGISTRATION OF READERS.

Our table of registration shows a steady accession of new readers. The action of your Board in April last in reducing the non-residents' fee to \$2.50 per year, will be much appreciated.

### THE LIBRARY.

The accessions of books for the year will be seen by reference to our table of accessions, to be 2,357 volumes divided among the various classes. The number of children's books purchased includes, of course, the two school libraries of 100 books each. A large part of fiction and children's books purchased was to replace those worn out. The number of books worn out or lost during the year was 154, leaving the total number of volumes in the Library at the present time 20,981.



The large number of books bound during the year is a good indication of the use made of the books. Many books are repaired in the Library and great care is taken to see that they last as long as possible. No statistics are kept of books repaired in the Library.

### LIBRARY DAY.

The plan for a Library Day, suggested by Mr. Lord, in October, 1897, was carried out in accordance with action of your Board, and on December 10 was held our first Library Day.

The generosity of the Evanston newspapers in freely advertising this reception day, brought a large attendance in spite of the unfavorable weather. Many of our citizens availed themselves of the invitation extended to visit the Library, inspect its working details in all departments, and listen to the able addresses given in the afternoon and evening. The circulation of books being discontinued for the day, the Library staff were enabled to receive the visitors and show the workings of the Library.

The reception was continued the following day, many people attending who had been prevented by the storm from coming the day before. On this day the largest circulation of books for the year was recorded. The success of Library Day has been felt to be two-fold. Many people were brought to the Library who were hitherto unacquainted with its resources, and our needs were brought to the notice of those who are able to help us to do a larger work.

### LIBRARY MEETINGS—LIBRARY VISITS.

On February 21st and 22nd an Interstate Library Conference, embracing the states of Ohio, Indiana, Michigan, Iowa, Minnesota, Wisconsin, Missouri and Illinois, was held in the Orrington Lunt Library, Evanston. This Conference met pursuant to a call extended by the Librarians of Chicago and Evanston, and in response to a generally expressed desire for such a Conference from various parts of the States mentioned. The local committee was composed of the Librarians of Evanston, with your President, J. W. Thompson, as Chairman.

This Conference at which 11 States were represented by an attendance of 171, was considered a very great success in point of enthusiasm and interest in the cause of Library Extension. The visiting Librarians were entertained at this Library with a luncheon, and through the generosity of your Board and other citizens of Evanston, we were enabled to tender them suitable entertainment. The same generous hospitality was extended to the visitors at a reception held in the rooms of the University Guild.

This Library has also been visited during the year by the Junior Class of the Library School of the University of Illinois, and the Library training class of Scoville Institute Library, Oak Park, Ill. On each of these occasions our Library staff were present and explained the working details of the Library to the students of library economy.

#### GIFTS AND OTHER COURTESIES.

Our record of gifts for the year is an unusually large one. This was one of the encouraging results of Library Day, as it was made more generally known upon that day that the Library would welcome gifts of books or periodicals.

Through the kindness of the Evanston Index, lists of our new books have been published in their columns, bi-monthly. These lists are then printed in bulletin form at a nominal expense to the Library.

We wish also in this connection to acknowledge the kindness of the Evanston Press and Evanston Index in publishing our lists of gifts and other notes of the Library from time to time. The value of advertising is acknowledged in the Library world as well as in the business world, and we consider that the efforts made in the way of published lists and public notice of the resources of the Library, have been an important factor in the large increase of its patronage this year.

#### LIBRARY IMPROVEMENTS.

The changes which were made in the City Hall this year have given us more room by enlarging our storeroom and giving us an additional room at the end of the Library, which has been utilized for an Art room and quiet study room.



This room was found not to be suitable for a children's room, so this cherished plan is still unrealized. A children's room and some means of increasing our book fund so that we may continue to purchase current books as well as the books which are needed in our school work, seem to be the greatest needs of the Library at this time.

### THE STAFF.

Several changes have occurred in the staff of assistants during the year. In August, 1897, Harold Y. Currey resigned his position as Page. This place was filled by the Civil Service appointment of Ralph D. Hubbart, in January, 1898, the place being temporarily filled previous to that date.

In September, 1897, Miss Hattye Alling tendered her resignation. Miss Alling's work as Accession Clerk was given to Miss Cora Hill. The new position of Reference Librarian relieving the Circulating department of the reference work, it was not found necessary to place another assistant in this department.

Special mention should be made of the spirit which prevails among the staff towards the Library. The earnestness with which they perform their duties and enter into every plan for the success of the Library, is a constant source of encouragement to your Librarian. Through your courtesy your Librarian has been a delegate to the last two annual meetings of the American Library Association, at Cleveland in 1896 and at Philadelphia in 1897.

Your Librarian wishes to express her appreciation of your kindly encouragement and your hearty interest at all times in the detail workings of the Library.

Respectfully submitted,

June 30, 1898.

MARY B. LINDSAY. *Librarian.*

EVANSTON, Ill., June 6, 1898.

*J. W. Thompson, President Evanston Library Board:*

DEAR SIR—During the past year, through the courtesy of your Library Board, the Public Library has been brought into practical and effective use in connection with the public schools. The plan of co-operation, which started as an experiment, has been more than a success. At the beginning of the year Miss Clarke of your corps of assistants visited our several schools, and laid before the Principals the plan of opening branches at the buildings. At some of our buildings the necessity of having a branch Library was not apparent, as for instance, at the Haven School, which is so near to the Central Library that it was no greater effort for the children to go to headquarters for books than to get them at the schoolhouse. However, branches were established at Noyes street and at the Dewey School. I cannot say too much in commendation of the marked good which this work has done. Many of the children who thus had access to books, had never read a book excepting school books. They had acquired no reading habit. The result has been wonderful, not only in the improvement in school reading in general, but especially in the ambition to read for pleasure and culture. Children are acquiring the habit of doing collateral reading in connection with Geography and History and Literature, and are especially gaining independence when asked by their teacher "to look up something." They are getting out of the helpless condition of an I-don't-know-what-to-do attitude of mind. I find that the enthusiasm of parents has been quite as much stimulated as that of the children, and that when a book is taken home it serves as a treat for more than one member of the family. The special reading lists which have been prepared for our festival days, as Thanksgiving Day, Bird Day, Washington's and Lincoln's Birthdays, etc., have been invaluable.

The effort required from the teachers to keep the Library circulating is so slight that it has been but a pleasure to them to do their part of the work.

I desire to extend through you to your Library Board, and your very able corps of assistants, the hearty thanks

of both children and teachers for the great courtesy and kindness which has been shown in making it possible for the children to have such easy access to such choice and inspiring literature; and I desire to express the hope that this year's experience is only the beginning of greater and more extensive co-operation of the schools and the Library.

Very respectfully,

H. H. KINGSLEY, *Supt. Dist. 1.*

EVANSTON, ILL June 17.

*Col. J. W. Thompson, President Public Library Board,:*

DEAR SIR:—The benefits of the Free Public Library to us of the south part of our city demand recognition. Our distance is in one way a benefit because most of the reading is done by school children and the books are necessarily selected by the teachers who know the individual needs.

You are the father of school and library co-operation. At your invitation two years ago we began drawing quantities of books for such of our pupils as wished or needed them. About 400 children have cards and our circulation has averaged about 400 books per month.

Thus we believe this co-operation has introduced the reading habit into 400 homes, and not only is it bringing new patrons to the Library from these families, but among the young it is laying a foundation which is a great help to us in our work as teachers, and above all it is starting many on the road to good citizenship.

If the Library could supply the demand we could greatly increase the circulation,

Very truly,

F. W. NICHOLS, *Supt. Schools, Dist. 2.*

EVANSTON, Ill., June 17, 1898.

*To the Directors of City Library:*

GENTLEMEN:—In returning the last set of books that we have had from the Evanston Library, I avail myself of the opportunity to express the sincere thanks of our corps of

teachers for the use of the excellent books sent us this year. I think I can safely say no books from that Library have been more thoroughly enjoyed and appreciated. They have gone like sunlight into some homes, and, I am sure, have left a lasting impression there. I also wish to express our gratitude to the Librarian and her assistants for their uniform courtesy and kindness.

Very respectfully,

MARY H. O'BRIEN,

*Prin. Central Street School, North Evanston, Ill.*

*To the Board of Directors of the Evanston Public Library:*

As Secretary of the Bryant Circle it becomes my pleasant duty to thankfully acknowledge our debt to the Library and its staff. Last year a very complete list of all material bearing upon our topics was published, and our ladies have used our own Library almost entirely and with great satisfaction. In the last meeting of the year it was talked of and the ladies freely expressed their appreciation of the favors received. It was voted that when the list for this year should appear money be taken from our fund to print it in bulletin so that each lady might have it in convenient form. Many of our ladies would rejoice if the list were larger, but feel that every bit of material on our topics has been placed at our disposal, and has been used by every member with pleasure and gratitude.

Sincerely,

HESTER JUVENAL HAYES, Secy.

118 Emerson St., Evanston, June 6, 1898.

WOMAN'S CLUB, ART AND LITERATURE SECTION.

EVANSTON, Ill., June 28, 1898.

*To the Board of Directors of the Evanston Library:*

GENTLEMEN:—I gladly acknowledge our indebtedness to the Public Library of Evanston for all the assistance rendered in preparing the papers in the Art and Literature Department during the past year. I only know of one instance when it was necessary to go to the City of Chicago for help. I trust your list of works will be as helpful next year as in the past.



Indeed I do not see how this army of women could prepare their papers if they were obliged to depend upon their own libraries or go to Chicago. It is such a help to have your published lists to aid us. Our subject for next year's study is Spain, and I trust we will be as well furnished with reference books as we were last year in our study of the French Provinces.

Yours very respectfully,

MRS. ROBERT R. MCCABE,  
*Chairman, Art and Literature Dept.*

# ANNUAL STATEMENT

— OF THE —

## FINANCE COMMITTEE.

EVANSTON, ILLS., May 31, 1898.

Your Finance committee begs leave to submit the following report for the fiscal year, ending May 31st, 1898:

Balance cash in hand City Treasurer, last report.....	\$3,392.31	
Received from taxation.....	6,906.14	\$10,298 45
Petty Cash—		
Balance last report, in hands of Librarian.....	42.90	
Received fines for overdue books.....	254 03	
Received for catalogues sold.....	52.60	
Received from transient patrons.....	7.50	
Received for books lost and paid for.....	11 08	\$ 368 11
Total cash.....		<u>\$10,666 56</u>

### DISBURSEMENTS.

Paid for books purchased (1980 vol.).....	\$1,657.10	
Paid for periodicals (70 subscribed for).....	190 25	
Paid for binding periodicals and pamphlets.....	297.83	
Paid for furniture and fixtures.....	271.83	
	<u>\$3,417.01</u>	
Paid for operating expenses—		
Rebinding books.....	\$ 525.31	
Salary Librarian and staff.....	2,882.70	
Janitor's salary.....	240.00	
Printing finding list of fiction and annual report.....	448.65	
Heating.....	365.31	
Postage, stationery and printing.....	110.88	
Library supplies.....	211.46	
Incidental expenses.....	173.78	
Refitting, cleaning and repairs.....	53.65	
Lighting .. .. .	337.75	\$5,349 49
Balance cash on hand.....		<u><u>\$ 7,766 50</u></u>
		<u>\$ 2,900 06</u>

This balance consists of the following—

Balance cash in hands of City Treasurer.....	\$ 2,809.43
Balance petty cash in hands of the Librarian .....	90 63
	<u><u>\$ 2,900.06</u></u>



The following comparative statement of cash expenditures for the years 1896, 1897 and 1898 is interesting, because it shows the amounts expended each year under the same items of expenditure. The rapid growth of the circulation of the Library naturally involves increased expenditures under some of the classes of operating expenses.

#### COMPARATIVE STATEMENT OF CASH EXPENDITURES.

ITEMS.	1896.	1897.	1898.
Books purchased.....	\$2164 85	\$2624 10	\$1657 10
Periodicals.....	144 45	182 70	190 25
1 Binding.....	299 50	551 26	823 14
2 Librarian and staff.....	2234 96	2668 96	2882 70
Janitor.....	180 00	207 50	240 00
Insurance.....	140 00	330 00	
Heating.....		589 08	365 31
Lighting.....	462 42	390 84	337 75
Furniture and fixtures.....	466 75	196 89	271 83
Re-fitting, cleaning and repairs.....		290 85	53 65
3 Printing, stationery and postage.....	77 50	248 84	322 34
Incidental expenses.....	106 29	221 48	173 78
Re-classification.....	390 90	463 65	
Printing finding list of fiction, juvenile, and annual report.....			448 65
	\$6667 02	\$8966 15	\$7766 50

#### NOTES.

1. The increased use of the Library has greatly augmented the expense of binding. For 1897 this item included re-binding, \$220.31. This year it amounts to \$525.31.

2. During the year there has been added to the Library staff a Reference Librarian, who, in addition to the reference work, has had direct supervision of the work of the Library in connection with Schools, Clubs, and Literary Societies.

3. The item "printing, stationery and postage" includes the cost of printing the bulletins of additions to the Library, bulletins of books of reference and study for the Literary Clubs and Societies, and special lists of books on various topics in connection with School and general work. This item also includes the amount paid for Library supplies, which is largely increased because of the increased use of the Library.

(a) The cost of operating the Library during the year, per volume circulated, is 5.4 cents. This is made up of salaries, 2.9 cents per volume, and expenses, 2.5 cents per volume.

Respectfully submitted,

C. A. ROGERS.

JOHN W. THOMPSON.

{ Finance  
Committee.

# TABULATED STATEMENTS.

## ACCESSIONS.

Number of books in the Library May 31, 1897.....	18,778
Number of books purchased the past year.....	1,980
Number of books donated the past year.....	377
Total accessions the past year.....	2,357
Number of books worn out and withdrawn the past year.....	138
Number of books lost or damaged the past year.....	16
Total number of books withdrawn the past year.....	154
Total net accessions the past year.....	2,203
Total number of books in Library May 31, 1898.....	20,981

## ACCESSIONS ACCORDING TO CLASSIFICATION.

	No. Vols. May 31, '97.	Added dur- ing past year.	Wornout & Withdrawn	No. Vols in Library May 31, '98.
General works, including periodicals.....	2159	299		2458
Philosophy.....	263	19		282
Religion.....	451	46		497
Sociology.....	1765	187		1952
Philology.....	94	13		107
Natural science.....	695	77		772
Useful arts.....	714	63		777
Fine arts.....	657	52		709
Literature.....	2253	145	5	2393
Travel.....	1314	124	2	1436
Biography.....	1615	176	2	1789
History.....	1690	131	2	1819
Fiction.....	3380	422	68	3734
Books for young people.....	1728	603	75	2256
Total.....	18778	2357	154	20981

Average cost of books purchased, 93 cents.

## PERIODICALS.

Number of periodicals subscribed for.....	70
Number of periodicals donated.....	10
Total number of periodicals.....	80

Five daily newspapers are subscribed for during the progress of the Spanish-American war.

## BINDING.

Number of books rebound by Koehler.....	1075
Number of books rebound by Ringer .....	275
Total number of books rebound.....	1350
Number of books newly bound.....	248

## REGISTRATION OF READERS.

Number of readers' cards in force May 31, 1897.....	4193
Number of readers' cards added during the year.....	2042
	6235
Number of readers' cards expired to present time.....	2038

Total readers' cards in force May 31, 1898.....	4197
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Owing to the merging of the old system of registration into the new, we have not been able until this time to give an exact statement of expirations. The number given above denotes the cards cancelled up to the present time.

## GIFTS TO THE LIBRARY, YEAR ENDING MAY 31, 1898.

DONORS.	V.	P.
Aiken, Charles.....	1	.....
Atwell, C. B.....		7
Association of Colleges and Preparatory Schools.....	1	.....
Belleville Public Library.....		1
Bliss, Miss B S.....	1	.....
Boardman, Dr. C. H.....	1	3
Boston Book Co.....		2
Boltwood, H. L.....	1	.....
Boutell, L. H.....	33	35
Bradlee, Rev. C. D.....	1	.....
Bragdon, Dr. M. C.....		31
Brown, Miss G. L.....	1	.....
Brown, Walter Lee.....		1
Brown, Mrs. Walter Lee.....	1	.....
Burton, C M.....		1
Cedar Rapids Masonic Library.....		1
Central School, South Evanston.....	1	.....
Chase, W. C.....		1
Childs, J. A.....		23
Cook, Mrs.....	3	.....
Cosgrove, Mrs. S. B.....	1	.....
Currey, J. S.....	9	3
Davis, Dr. N. S.....		3
Dayton Public Library.....		1
Detroit Public Library.....		1
Eau Claire Public Library.....		1
Egypt Exploration Fund.....	1	.....
Emerson, Joseph.....	1	.....
Engelhard, G. P.....	28	.....
Evanston Index.....	1	2
Evanston Index, yearly subscription.....	1	.....
Evanston Press, yearly subscription.....	1	.....
Evanston Outfitting Co.....	26	212

Fletcher Public Library, Burlington, Vt.....	1	.....
Foss, Hon. G. E. (U. S. Gov. publications).....	.....	.....
Galena Public Library.....	1	1
Garnsey, Dr. C. A.....	2	.....
Gillette, Thomas.....	6	.....
Gloversville Free Library.....	.....	6
Gray, Dr. J. H.....	1	3
Hartford Public Library.....	.....	1
Hemenway, Dr. H. B.....	3	1
Highland Park Military Academy.....	.....	2
Hill, Miss C. M.....	3	.....
Hill, Edward S.....	1	.....
Hintermeister, Miss J. M. E.....	4	.....
Hitt, I. R., Jr.....	1	.....
Holgate, T. F.....	.....	1
Hubbell, M. S.....	.....	1
Illinois Factory Inspectors.....	.....	1
Illinois Institute for Education of the Blind.....	.....	1
Illinois, Secretary of State.....	5	.....
Indianapolis Public Library.....	.....	2
Iowa Masonic Library.....	.....	1
Iowa State Library.....	1	.....
Jackson Public Library.....	.....	2
James, Edmund J.....	.....	1
John Crerar Library.....	.....	3
Kelley, Mrs. G. H.....	5	22
Learned, Augusta.....	1	.....
Lee, W. E.....	.....	50
Lewis, Mrs. E. R.....	1	.....
Lewis Institute.....	.....	1
Lord, W. S.....	4	.....
Lindsay, Miss M. B.....	1	.....
MacCormick Harvesting Machine Co.....	1	.....
McMahon, Mrs. J. C.....	20	.....
Maharajah of India.....	6	.....
Manchester Public Library.....	.....	1
Marcy, Oliver.....	.....	1
Massachusetts, Secretary of Commonwealth.....	1	.....
Merwin, Samuel.....	.....	1
Morse, A. G.....	1	.....
National Municipal League.....	.....	1
N. Y. Free Circulating Library.....	.....	1
N. Y. Mercantile Library.....	.....	1
N. Y. State Library.....	.....	1
Nichols, F. W.....	2	.....
Northwestern University.....	.....	3
Noyes, Miss Emily.....	.....	7
Olney Public Library.....	.....	1
Omaha Public Library.....	.....	4
Osterhout Free Library.....	1	.....
Peoria Public Library.....	.....	4
Phelps, Miss Minnie.....	3	.....
Philadelphia Free Library.....	.....	1
Pratt Institute Library.....	.....	1
Prickett, W. R.....	.....	1
Quincy Public Library.....	.....	4
Racine Public Library.....	.....	1
Reed, Mrs. Mary.....	19	.....
Reynolds Library, Rochester, N. Y.....	.....	1



Rice, W. H.....	25	12
Rogers, Mrs. H. W.....		13
St. Louis Public Library.....		1
St. Louis Mercantile Library.....		2
St. Joseph Free Library.....		6
Salem Public Library.....		1
Sawyer, Miss Ida.....		1
Scientific American.....		2
Seoville Institute Library, Oak Park.....		2
Scranton Public Library.....		4
Smith, M. A.....	3	
Smithsonian Institution.....	5	
Springfield Public Library.....		1
Stockham, Dr. A. B.....	1	
Stone, Miss E. A.....	7	66
Stone, G. F.....	1	
Stuart, Dr. C. M.....	1	
Syracuse Central Library.....		1
Taylor, E. S.....	1	
Thayer, Miss Maud.....	1	
Thompson, J. W.....	1	
Thurston, L. A.....		1
Troxell, Miss E.....	8	
Unknown Donor.....	1	
U. S. Government.....	54	200
University of Chicago.....	1	
University of Illinois.....		1
University of Michigan.....		1
University of State of New York.....	3	7
University of Pennsylvania.....		1
Warren County Library, Monmouth.....		2
Washington City Library.....		1
Whymper, E.....		1
Wightman, C. A.....	8	
Willard, Miss Frances E.....	1	
Wilmington Institute Library.....		3
Wilson College.....		1
Wire, Dr. G. E.....	1	
Wisconsin Free Library Commission.....		1
Withers Public Library, Bloomington.....		1
Woodruff, C. R.....		1
Work, J. W.....		2
Wray, J. T.....	76	
Y. M. C. A., through Wm. Boyd.....	83	138
	497	941



CIRCULATION BY MONTHS ACCORDING TO CLASSIFICATION, SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGE, 1897-1898.

CLASSIFICATION.	June		July, Aug		Sept		October.		November.		Dec.		January.		February.		March.		April.		May.		Totals.		Per Cent.		
	Lib.	Lb.	Lib.	Lb.	Lib.	Lb.	Sch'l Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	Lib.	Sch'l Lib.	1897.	1898.	
General Works.....	7	2	3	4	7	44	47	44	44	3	50	4	81	40	1	58	8	387	23	4						.23	.4
Philosophy. ....	31	34	38	48	60	41	45	66	64	64	64	77	77	62	52	618	5	62	.5	.62						.5	.62
Religion.....	43	35	25	34	51	35	61	46	63	46	63	9	110	71	64	9	638	9	66	1.27	1.21				1.27	1.21	
Sociology.....	46	68	73	90	106	133	100	8	87	7	102	10	155	112	93	25	1165	25	1165	1.27	1.21				1.27	1.21	
Philology .....	2	1	1	3	5	5	3	2	2	2	2	5	5	4	1	29	.07	.04	.07	.04						.07	.04
Natural sciences..	43	53	54	92	90	91	116	33	105	24	104	41	199	11	131	77	109	1155	1.17	1.27						1.17	1.27
Useful arts.....	34	34	53	88	1	86	73	4	97	8	74	12	121	117	83	64	25	892	7	.83						.7	.83
Pine arts.....	59	69	54	61	80	92	97	23	105	4	110	2	169	1	93	60	30	1049	1.21	1.08						1.21	1.08
Literature.....	253	166	160	246	34	277	2	368	309	16	286	15	329	33	420	4	325	7	312	111	3451	3.7	3.57			3.7	3.57
History.....	133	99	103	184	26	221	30	261	193	16	206	87	247	58	284	32	202	24	175	273	2308	3.1	2.6			3.1	2.6
Travel.....	110	93	97	165	30	150	9	166	183	65	198	51	203	22	239	47	167	9	131	233	1902	2.36	2.14			2.36	2.14
Biography.....	126	115	101	180	141	27	190	163	9	231	43	257	34	275	34	68	184	15	178	196	2141	2.32	2.34			2.32	2.34
Fiction.....	2628	3509	3269	3805	3119	3603	3735	852	3142	3394	363	1401	4523	22	3457	2973	874	41157	46.27	42.07					46.27	42.07	
Juvenile.....	1076	1476	1458	1300	167	970	425	1456	1504	1356	363	1401	1986	909	1350	394	11153	2550	16486	22.	19.06					22.	19.06
Total Home.....	4591	5754	5489	6300	5323	6574	6626	5971	6400	5971	6400	6400	8644	5315	5391	73378										73.45	73.45
Reference.....	1113	827	793	1251	2099	3036	1875	1810	2076	1810	2076	2076	2649	1842	1784	22089										22.11	22.11
School.....					258	493		1026	605	1026	605		517	1848	630	4443										4.44	4.44
Total 1898.....	5704	6581	6282	7551	7680	10103	8501	8807	9081	8807	9081	11810	10005	7805	99910												
{ Home..... Reference..... School.....	3557	5318	2004	3673	5233	4675	5313	4930	5419	5419	5419	5715	7023	4769	57269	81.											
	340	454	206	457	924	780	1051	1010	1087	1087	1087	1147	1665	1251	10372	14.58											
	189				171	160	226	519	575	575	575	623	452	204	3119	4.42											
Total 1897.....	4086	5772	2210	4130	6328	5615	6590	6459	7081	7081	7081	7485	9140	6224	71120												
Gain 1898.....	1618	809	4072	3421	1352	4488	1911	2348	2000	2000	2000	4325	865	1581	28790	40.5											

**SUMMARY OF DISBURSEMENTS AND CIRCULATION.**  
**25 YEARS, FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO MAY 31, 1898.**

Y'rs.	Books.	Periodicals	Furniture & Fixtures	Salaries.	Other Expenses.	Total.	Circulation
1874	\$ 260 00	\$ 161 35	\$ 101 42	\$ 156 75	\$ 399 19	\$ 1078 71	*9000
1875	1042 08	89 86	219 10	253 00	402 87	2006 91	16002
1876	1333 07	86 70	69 20	348 25	393 17	2230 39	13195
1877	477 75		59 62	289 00	409 48	1235 85	13315
1878	400 00	85 00		276 00	644 90	1405 90	14713
1879	311 60	87 50	12 00	276 00	443 15	1130 25	16230
1880	250 00	100 00		276 00	390 35	1016 35	15242
1881	144 91	100 00	80 20	283 00	676 86	1284 97	17088
1882	240 93	90 00	33 00	289 00	630 33	1283 26	15357
1883	647 02	97 50	48 70	320 00	757 18	1870 40	19741
1884	376 87	81 55		336 00	911 67	1706 09	18050
1885	598 89	156 48	61 10	336 00	779 04	1931 51	19083
1886	832 35	93 52		341 00	732 49	1999 36	20992
1887	680 60	105 25		436 50	891 79	2114 14	19535
1888	768 80	102 60	75 00	413 00	1041 21	2400 61	20361
1889	910 45	104 68	300 00	411 52	1001 43	2828 08	15905
1890	833 54	97 50	175 00	493 95	1434 98	3034 97	24803
1891	945 14	100 48	20 00	552 00	1302 79	2920 41	28320
1892	1071 16	124 93		598 00	1111 71	2905 80	31260
1893	1924 57	125 46	1090 00	687 10	1773 02	5600 15	34294
1894	2086 44	140 75	32 75	1160 00	964 00	4383 94	52862
1895	2582 68	119 03	31 85	2190 45	1742 35	6666 36	52435
1896	2164 85	144 45	362 46	2414 96	1580 90	6667 62	63165
1897	2624 10	182 70	130 38	2876 46	3152 51	8966 15	71120
1898	1657 10	190 25	245 68	3122 70	2550 77	7766 50	99910
	\$25164 90	\$ 2767 54	\$ 3147 46	\$19136 64	\$26218 14	\$76434 68	721978

\*Estimated. No authentic record.

Volumes transferred from Library Association July 3, 1873.....932

Number volumes in Library May 31, '1898.....20,981

Average yearly growth.....802

Average expense per volume circulated for 25 years.....6.23 cents.











V. 1  
V. 25

WATKINSON  
FREE  
PUBLIC  
LIBRARY

1898-99



UNIVERSITY OF MICHIGAN



LEWIS HENRY BOUTELL.



TWENTY-SIXTH  
ANNUAL REPORT

**EVANSTON**  
**FREE**  
**PUBLIC**  
**LIBRARY**

EVANSTON, ILLINOIS.  
FOR YEAR ENDING MAY 31, 1899.

## Board of Directors.



C. G. NEELY,	1901
G. W. PAULLIN,	1901
W. L. BROWN,	1900
J. S. CURREY,	1899
R. C. LAKE,	1900
F. W. NICHOLS,	1899
W. S. LORD,	1901
C. A. ROGERS,	1899
J. W. THOMPSON,	1900



## Officers.

J. W. THOMPSON, President.	J. S. CURREY, Vice-President,
W. S. LORD, Sec'y.	MISS MARY B. LINDSAY, Ass't. Sec'y.

## Standing Committees, 1898-9.

BOOKS—\*L. H. BOUTELL, J. S. CURREY, R. C. LAKE.

MANAGEMENT—W. S. LORD, W. L. BROWN, C. G. NEELY.

FINANCE—F. W. NICHOLS, C. A. ROGERS, J. W. THOMPSON.

## Library Staff.

MARY BOYDEN LINDSAY, Librarian.

ELIZABETH P. CLARKE.

GERTRUDE L. BROWN.

CORA M. HILL.

BERTHA S. BLISS.

RALPH D. HUBBART.

\*Died January 16, 1899. Mr. George W. Paullin was appointed to fill unexpired term.

# In Memoriam



**Lewis Henry Boutell.**

While the year just passed will be called a notable one in the inauguration of various plans which promise to tell for a wonderful increase in the scope and efficiency of this Library, yet it will always be looked back upon as one that brought to its official organization a most sad experience—that of the death of Lewis Henry Boutell, oldest member of the Library Board.

Associated with the Evanston Library from its organization, active in his service for its development, and zealous for its success, Mr. Boutell was so closely identified with all its interests, that his death came as the severest blow the Library has ever sustained.

Lewis Henry Boutell was born in Boston, Mass., in 1826. He was graduated from Brown University in 1844, and from Harvard Law School in 1847. Immediately after graduation he entered upon the practice of law in Boston.

In 1862 Mr. Boutell enlisted in the 45th Massachusetts Infantry in response to the call for nine months' troops. He was transferred almost immediately to the Signal Service, and continued in that branch of the service during his period of enlistment. He came west in 1863 and later assisted in raising the 45th Missouri Infantry, of which he became Major, serving thus to the end of the war. In 1865 he resumed the practice of law in Chicago, and removed with his family to Evanston, where he resided until his death in Washington, D. C., on January 16, 1899.

During his practice of law in Chicago, Mr. Boutell served for a time as Assistant United States District Attorney.

It is in the field of literature that Mr. Boutell's influence is most felt. Leaving the practice of law in 1893, he devoted his time to literary pursuits and to travel.

The most important of his published works is the *Life of Roger Sherman*. Of this work, the *Nation* says: "A timely and valuable contribution to the biographical literature of the country." The *American Historical Review* speaks of it as "A biography that has been delayed for a hundred years—for this is the first extended account of Sherman's life that has ever been written."

Other published writings of Mr. Boutell's were: "Alexander Hamilton, the constructive statesman," and "Thomas Jefferson, the man of letters."

Of Mr. Boutell's work for the Evanston Free Public Library, too much can not be said. Very close to his heart lay the interests and welfare of the Library. He was connected with the Evanston Library Association from its first inception and organization until its affairs were merged into the Evanston Free Public Library.

Through his efforts the Illinois Library law (passed in 1872), whilst pending, was amended so as to include all municipal corporations, as well as cities, in the right to organize free public libraries and to vote a tax for their maintenance.

Mr. Boutell's object in having this provision incorporated into this law was for the purpose of organizing a free public library in Evanston; and very soon after its enactment, largely through his instrumentality, the first steps were taken which soon resulted in the organization of the Evanston Free Public Library, and the transfer to this Library of the property of the Library Association. Mr.

Boutell was a member of the first Board of Directors of the Free Public Library.

On the minutes of the Evanston Library Association, October 25, 1870, is found Mr. Boutell's name as Chairman of the Book Committee, and from that time until his death he served faithfully on that committee, bringing to this work a mind richly stored in general knowledge and a mature and practical judgment, which eminently qualified him for the selection of books, thus rendering his work of incalculable and permanent value to the Library.

His place on the Board as a man of broad culture—a man of books—was indeed almost impossible to fill.

The esteem in which he was held by his associates on the Library Board, is well expressed by the following tribute of Col. J. W. Thompson, President of the Board :

Lewis H. Boutell was a man of rare genius and force. His manner was quiet, his method painstaking, and he was endowed with a peculiar tenacity of purpose that caused great steadfastness of aim and effort. He was possessed of keen discernment, quick perception, logical discrimination and versatile ability. He was a lover of the beautiful and the good, a despiser of shams, and an advocate of the highest and best in social life.

But few men are ever permitted to aid in giving shape and direction to community life as he has been. But few men are qualified and adapted for such an important work as he was. He has passed on, but the impress of his life and the influence of his special work in and for Evanston, will continue.

His efforts in connection with the Free Public Library contributed as much, if not more, toward its establishment and successful upbuilding than that of any other person who has ever been identified with it. It was his privilege to be one of its organizers, and from that time until his death he was actively connected with its management and direction. He served in every capacity, and in all that varied service it may be said of him, "Well done thou true and faithful servant."

His former pastor, Rev. Edward N. Packard, at one time pastor of the First Congregational Church, Evanston, said of him :

Mr. Boutell was among the most prominent and deeply interested formers of the young church, and for a long term of years among



its most laborious members. Of the company of strong men who gathered together to give character to the enterprise, only a handful can now be counted upon the roll. Among these men, all of them with well marked characteristics, all of them independent thinkers, and thoroughly experienced in church matters, our dear friend who has just been called to his home was conspicuous. And what a man he was! His mind had a large measure of native vigor and breadth. No one could look at that massive head with its finely wrought lines without recognizing an unusual personality. His eye lit up with a wonderful brilliancy when he was greeting a friend, or when some fine passage from a greater writer filled his soul. Very few men continue their culture far into the turmoil of professional life with its strain and its lowering of early ideals; but Mr. Boutell, like Rufus Choate, and many other men of extraordinary intellectual vigor, kept up every process which fertilized his mind and brought him into touch with the best thought of the world today.

His genial kindly presence is sadly missed at the Library where all those associated with him had learned to love and to delight in his conversation on books and travel, and to depend upon his wise counsel, especially in matters pertaining to books.

He was a man whose actions spoke louder than his words, and his actions were the result of deep wrought conviction.

Dr. Bradley has truly said :

He was an exponent of the best traditions of New England, in the midst of which he had been born and educated. Through inheritance, training, association and personal choice, he had attained to those ideals of religion, politics and professional life which characterize the modified Puritanism of the New England States. His education and family ties had brought him into close contact with Francis Wayland, Rufus Choate, William M. Evarts, George F. Hoar and other men of light and leading. Such influences, acting upon a man of Mr. Boutell's ability and aspirations, established within him exceptional standards of citizenship, and of professional and personal life.

A rare soul has gone from among us, one whose influence will be felt for years to come ; but in our thankfulness for the inspiration and willing service of this quiet but forceful life, we may say in the words of St. Bernard, " If we mourn for his being taken, we forget not that he was given."

## Directors' Report.



EVANSTON, ILL., June 29, 1899.

*To the Honorable Mayor and City Council of the City of Evanston :*

The twenty-sixth annual report of the Free Public Library for the year ending May 31, 1899, is herewith submitted :

The steady growth and extension of the work of the Library in every department is a source of great satisfaction, and shows most conclusively the wisdom of the plans put into operation some three years ago, which had in view the gradual reorganization of the Library.

The aim and object of all effort has been to increase the efficiency of the Library, and make its vast resources available to all the people of Evanston without regard to age, condition, or location. There are two things in connection with the year's work that are worthy of special notice; viz: The opening of a Children's Corner in the reading room, and the organization of a Children's League.

The first was really forced upon us in order to make room for other departments in the stack room. It has been a great success, and faintly indicates what could be accomplished for and with the children through the instrumentality of a separate children's room.

The Children's League has only been organized and in operation a few months. Its object is the promotion of a proper appreciation of books, their use, care, etc. It now has a membership of some 800, and is proving a most valuable auxiliary to the work of the librarians in keeping the books in good condition.

The preparation of special lists of books and magazine articles in the Library, on a variety of current and popular subjects, has been of great value to many of the patrons of the Library, and to the teachers and pupils in the public schools.

The work of the Library in connection with the public schools continues to grow in volume and efficiency. No particular effort has been made in this direction during the year, because the demand has been equal to, and sometimes greater than there was capacity to supply. There is great need of more books for this work, but the income of the Library will permit of only a limited outlay in this direction.

The increase in circulation over the previous year exceeded the most sanguine expectation, and is the best possible indication of the appreciation and utilization of the Library by the community at large.

The standard of attainment in the conduct of the Library is the highest; and the constant effort is to bring it up to the highest possible efficiency as one of the great educational agencies of the city. No effort is spared by the librarians in aiding those who seek to avail themselves of its accumulated stores of knowledge.

The reading room is often over-crowded, and the reference department is frequently taxed to its utmost capacity to accommodate those who desire to consult the books that do not circulate outside of the Library.

The children's corner often overflows into the portion of the room set aside for the general readers.

The most perplexing questions of administration have grown out of the lack of adequate accommodations and income to meet the demands that have constantly been made upon the Library. A great deal of work has been done with a view to the solution of these problems, and it

is not at all improbable that your honorable body may, at an early date, be asked to aid in this direction.

The details of the work of the Library will be found in the very complete report of the Librarian; and the financial exhibit will be found in the report of the finance committee; both of which are herewith submitted and made a part of the directors' report.

During the year the Board has lost one of its most valued members by death—Mr. L. H. Boutell. He was the oldest member and had served continuously from the organization of the Library June 21, 1873, to the date of his death, Jan. 16, 1899. He was also one of the founders and trustees of the Evanston Library Association, of which the Free Public Library was the successor. He served in almost every capacity, as secretary, president, on the various committees, etc.; but his most distinguished services were probably in connection with the selection of books—as chairman of the book committee. He might with propriety be called the father of this Library, and the great desire of his last year's service was to see the Library housed in a library building commensurate with its present needs, and future requirements for years to come; also that it might have an endowment sufficient to raise it above any and all possible contingencies as to an adequate income for its great work.

His work in connection with its promotion and development stands as a grand memorial to his faithfulness and intelligent devotion to the highest educational interests of Evanston.

Respectfully submitted,

JOHN W. THOMPSON,  
*President Board of Directors.*

# Librarian's Report.



*Board of Directors Evanston Free Public Library:*

GENTLEMEN—Herewith is submitted a report of the work of the Library for the year ending May 31, 1899:

Our records continue to show a steady growth in all departments of the Library.

## **Circulation of Books.**

The great increase in our circulation of books is a clear indication of the growing use of the Library. In the 302 days during which the library was open the past year, there were used 120,798 books for home and library use. This is a gain over last year of 20,888 volumes; a gain in two years of 49,678 volumes.

The largest circulation of any one day was 766 volumes, March 18, 1899, which was an increase of 118 over last year's largest day. The average daily circulation was 399 volumes, a gain of 68 volumes per day over last year. While the percentage of fiction circulated is about the same as last year, yet it is not above the average shown in other libraries, and there is a distinct gain in the number of books circulated in all the classes. At the request of the firemen a duplicate copy of the *Scientific American* has been loaned for their use at the Fire Department each week.

## **Reference Department and Reading Room.**

While our statistics do not indicate as large a number of reference books used as last year, yet this does not indicate a falling off of patronage in this department.



The decrease in number of books used may be accounted for by the fact that our carefully prepared reference lists enable readers to find at once the books they need without the necessity of consulting as many books as heretofore. We feel sure too, that advance is being made in the intelligent use of the reference department. The children use this department very largely and learn very readily how to consult the various reference books.

Efforts are continually made to render this department of greater use to the literary clubs and to students. The Reference Librarian secures early in the season the programs for the coming year of the various study clubs, and prepares reference lists on these subjects. At the suggestion of the Woman's Club and the Bryant Circle the expense of printing lists on their topics for the year was undertaken by these clubs. This plan will enable the Library to publish in printed form reference lists for any club in the city which may wish to pay the expense of printing them. Type-written reference lists are always made when requested for study clubs, or for debating clubs in the college or public schools. A list of the reference and reading lists, prepared during the year by the Reference Librarian, will be found appended to this report. Lists of books on general or current subjects are prepared and bulletined in the reading room. The bulletin boards are also kept supplied with pictures and descriptions of notable events or notable persons, duplicate copies of illustrated magazines and newspapers being utilized for this purpose. Our reference work will be materially aided by the set of Littell's Living Age, just purchased to complete our set, and we would recommend the further completion of our sets of periodicals referred to in Poole's Index, the use of which forms such a large part of our reference work. The attendance in the reading room is constantly growing and the need of more room is daily apparent during our busy season.

### Work For Children.

The circulation of books through the schools, and the efforts made to help the children in the Library, are still telling in larger results than any other part of the work of the Library. Books are now sent to the following schools and circulated from them by the teachers: Central, Lincoln, Central Street, Noyes, Dewey and Emerson, these schools having pupils from the more remote parts of the city. Application blanks are sent to the schools and filled out by the pupils, being signed by parents or some other responsible guarantor; these application blanks are returned to the Library and reader's cards made and sent to the pupils, their names being registered in the Library. The Reference Librarian visits these schools and meets and talks with the teachers upon the choice of books suitable for the several grades. One more school library has been added during the year. This is the third, and we have named it the "Lake Library," in honor of its generous donor, Mr. R. C. Lake. We should be glad of the opportunity to name some more school libraries. There is no way in which \$100 can be made to accomplish such far-reaching good as when expended for one of these libraries of some 125 carefully selected books, which are going into homes on our prairie, or in the extreme northern and southern parts of the city, providing good reading for those who otherwise would not have it. There are great numbers of families to whom the Public Library was unknown until these school libraries were inaugurated and brought them into touch with it. No agency ever used has been of such value in extending the usefulness of the Library. This work has created a demand for children's books that it is impossible to fill with our present book fund.

In October, 1898, the books in the juvenile department were removed from their crowded location in the stacks to a corner of the reading room, and placed on

shelves made for the purpose, where the children are given free access to them at all times.

This CHILDREN'S CORNER thus established is proving a great success, and not only benefits the children, but has caused better order in the reading room by making quiet readers out of some former mischief-makers. An increase is shown in the circulation of children's books and in the number of children who patronize the Library. These books are classified in the same manner as the main Library, and the free access to these books has caused an increase in the reading of history, travel, biography, etc., children being attracted by the books themselves as they would not be by selecting from a catalogue. This is a long step toward the cherished plan for a children's room, and has rendered more and more apparent the need of a special room where it will be possible to give the children more individual guidance in the selection of their books.

In our last report we proposed the formation of a CHILDREN'S LIBRARY LEAGUE for the better care of the books and property of the Library. Authorized by your Board, this League was organized in February, 1899, following the plan of the Cleveland Public Library where the idea originated. The children are asked at the schools to sign an enrollment pledge in which they promise not to handle any Library book roughly or carelessly, to do all in their power to interest other children in the right care of books, and report all that they find in bad condition; also to step softly and move quietly in the Library and not to annoy other readers while in the library. A membership card is given which entitles each of them to a little silver badge which is sold for two cents. The purchase of the badge is not essential to membership in the League. A reader's card in the Library, however, is a requisite to membership, and this has resulted in a great increase in the number of our card holders among the children. Great interest has been taken in the League and there are now about 800 children enrolled.

Improvement is already noticed in the care of the books, and the plan promises well toward the cultivation of a proper feeling of interest and ownership in the Library and its property.

### **Registration of Readers.**

The number of readers' cards issued this year was 2,276, an increase of 234 over the number issued last year. The circulation of books at the schools and the Children's Library League have been largely instrumental in increasing our registration.

### **The Library.**

The accessions for the year consisted of 1,908 volumes, a classified table of which will be found appended. The number of books purchased the past two months has been very small, owing to the work of the inventory which required the time of the staff. The inventory, which is the first taken since the reclassification of the Library three years ago, is about completed. There are still 64 books unaccounted for, many of which, we feel sure, may yet be found.

The privilege of opening the shelves to the public at our discretion, which you granted in September, 1898, has been carried out as far as was thought possible with our crowded condition. It is, perhaps, too early to judge of the plan as being responsible for the number of books missing, as the inventory, as we have said, is the first taken in three years.

### **Library Day, Exhibitions, Etc.**

Following the custom inaugurated last year, "Library Day" was observed on October 13, 1898. In connection with this, the twenty-fifth anniversary of the founding of the Library was celebrated, this date being deemed more suitable than the actual date of the anniversary in July. The Library was thrown open to the public from one to

ten o'clock P. M. Circulation of books was discontinued, leaving the staff at liberty to show visitors the workings of the Library. Exhibits were made of rare bindings, chap-books, and a natural history collection of birds' wings, nests and eggs. In the evening an appropriate anniversary program was carried out, addresses being made by Mr. L. H. Boutell and President J. W. Thompson, and brief remarks by various citizens. On the following evening brief talks were given by Mr. J. S. Currey on rare bindings, and by Mr. Walter Lee Brown on chap-books. The attendance was very good on these two days, and the interest expressed in the Library attested to the success and popularity of this annual feature of the Library.

The Scribner collection of Revolutionary pictures was exhibited under the auspices of the Daughters of the American Revolution and the Public Library, April 10th to 15th, 1899. This collection consisted of some 100 original drawings and paintings by well-known artists, depicting graphically the story of the American Revolution. The pictures, which were hung in the Council Chamber, were viewed by some 1,500 people. Special arrangements were made for the school children to attend. The exhibit was highly appreciated both for its historic and its artistic value.

### **Library Meetings.**

The Library was represented at the meeting of the American Library Association at Lakewood-on-Chautauqua in July, 1898, by the librarian and our cataloguer, Miss Brown. At the meeting of the Illinois Library Association at Champaign in February, 1899, this Library was represented by the Librarian and three of the staff, Miss Brown, Miss Clarke and Miss Hill. The Library being closed for Washington's Birthday, we were thus enabled to send so large a delegation. Miss Clarke presented a paper at this meeting on "Co-operation of the Public Library and the Public School." The Librarian



attended the meeting of the American Library Association at Atlanta, Ga., in May, 1899, where she presented a paper on "Changing from a Subscription Library to a Free Public Library."

Your generosity in enabling the librarian and members of the staff to attend these library meetings is deeply appreciated by them, and we need not emphasize to you the advantage of thus keeping our Library in close touch with the state and national library interests.

### **The Staff.**

No changes have taken place in the regular staff during the year. At various times during the last few years apprentices have, upon request, been taken into the Library. Two of these, Miss Clatworthy and Miss Sawyer, have just completed a successful year at the Illinois Library School. We have at present three young ladies who are doing apprentice work. They are able to render us useful service in exchange for the instruction in library work which we are able to give them. We are especially favored in having so faithful a staff, whose enthusiasm and real library spirit contribute so largely to the success of our work.

### **Acknowledgments.**

Acknowledgments are due to the many donors to the Library, to the Evanston papers for published notices and book lists, to the teachers for their kind co-operation in inaugurating the Library League, and to the Mayor for the use of the Council Chamber.

To you, Gentlemen of the Board, we are especially indebted for your cordial support in the detail workings of the Library and your co-operation in all plans which make for the broadest usefulness of the Library.

Respectfully submitted,

MARY B. LINDSAY,

*Librarian.*

JUNE 29, 1899.

# Annual Statement.



FINANCE COMMITTEE, MAY 31, 1899.

## Receipts.

Balance reported in hands City Treasurer, May 31, 1898.....	\$2,809.43		
Taxes not reported, April 1, 1898.....	53.25		
Error on our books, Voucher 314, March 25, '97.....	.50		
Balance in hands City Treas., May 31, 1898.....	\$2,863.18		
Received from taxation 1898-9.....	7,093.01	— \$	9,956.19
Petty Cash :			
Balance last report in hands Librarian.....	90.63		
Fines.....	\$ 321.31		
Catalogues.....	24.00		
Transient memberships.....	5.50		
Books lost and paid for.....	9.58		
Printing (from Bryant Circle)....	1.25		
Incidentals (from D. A. R. for Scribner pictures.....	19.55		
Incidentals (from Library League badges).....	7.36		
Cash deposit.....	\$ 12.00	\$ 400.55	\$ 491.18
			<u>\$10,447.37</u>

## Disbursements.

Books purchased (1500 vols.) .....	\$1,395.39
Periodicals (72).....	241.06
Binding .....	176.44
Furniture and fixtures.....	93.26
	<u>1,906.15</u>

### Operating expenses :

Rebinding .....	\$ 296.79		
Salary Librarian and Staff .....	3,092.96		
Janitor services .....	240.00		
Heating and lighting.....	353.02		
Postage, stationery and printing..	243.84		
Library supplies .....	144.54		
Incidental expenses.....	271.64		
Refitting, cleaning and repairs...	60.25		
Cash deposit refunded.....	7.00	\$4,710.04	\$ 6,616.19
Bal. on hand May 31, 1899 ....			<u>\$ 3,831.18</u>

This balance consists of the following :

Bal. cash in hands City Treas.....	\$3,695.23
Bal. petty cash in hands Lib'n.....	<u>135.95</u> — \$ 3,831.18

The above statement is correct.

F. W. NICHOLS,	} Finance Committee.
C. A. ROGERS,	
J. W. THOMPSON.	

# Childrens' Library League.



ORGANIZED FEBRUARY, 1899.

OBJECT—The promotion of a proper appreciation of books, their care, use, etc.

## Pledge :

We, the undersigned, members of the Library League, agree to do all in our power to assist the Librarian in keeping the books in good condition.

We promise to remember that good books contain the living thoughts of good and great men and women, and are therefore entitled to respect.

We will not handle any Library book roughly, carelessly, or with dirty hands; will not mark it, turn down leaves, or injure it in any way.

We will do all in our power to interest other boys and girls in the right care of books, and will report all that we find in bad condition.

When in the Library, we will step softly and move quietly, and try not to annoy other readers by any unnecessary noise or talking.

LEAGUE MOTTO: "Clean hearts, clean hands, clean books."

Number enrolled to June 1, 1899.....780

Distributed as follows:

NAME.	GRADES.								Not Graded.	Total.
	1	2	3	4	5	6	7	8		
Central School.....	.....	.....	37	50	28	17	.....	.....	.....	132
Central St. School....	.....	.....	9	10	20	19	6	.....	.....	64
Dewey School.....	.....	7	9	12	22	14	.....	.....	.....	64
Emerson School.....	.....	.....	.....	31	.....	.....	.....	.....	.....	31
Haven School.....	1	21	18	13	15	11	36	49	.....	164
Hinman School.....	.....	.....	12	18	9	18	10	.....	.....	67
Lincoln School.....	.....	.....	10	19	20	.....	32	36	.....	117
Larimer School.....	.....	3	8	8	22	9	16	.....	.....	66
Noyes School.....	.....	.....	20	22	16	14	.....	.....	.....	72
Not in public schools.	.....	.....	.....	.....	.....	.....	.....	.....	3	3
Total.....	1	31	123	183	152	102	100	85	3	780

# Tabulated Statements.



## Accessions.

Number of books in the Library May 31, 1898 <sup>1</sup> .....	20,981
Number of books purchased past year.....	1,500
Number of books donated past year.....	408
Total accessions past year.....	1,908
Number of books worn out and withdrawn.....	74
Number of books lost or damaged .....	8
Total number of books withdrawn.....	82
Total net accessions past year.....	1,826
Total number of books in Library May 31, 1899..	22,807

## Accessions According to Classification.

	No. Vols. in Lib'y May 31, 1898.	Added during year.	Worn out and with- drawn.	No. Vols. in Lib'y May 31, 1899.
General works .....	2,458	123	1	2,580
Philosophy.....	282	27	..	309
Religion .....	497	29	..	526
Sociology .....	1,952	191	..	2,143
Philology .....	107	8	..	115
Natural science .....	772	75	1	846
Useful arts.....	777	52	..	829
Fine arts.....	709	57	..	766
Literature.....	2,393	144	..	2,537
Travel.....	1,436	91	..	1,527
Biography.....	1,789	134	..	1,923
History .....	1,819	109	..	1,928
Fiction.....	3,734	313	50	3,997
Books for young people ...	2,256	555	30	2,781
Total .....	20,981	1,908	82	22,807

Average cost per volume 93 cents.

## Periodicals.

Number of periodicals subscribed for.....	72
Number of periodicals donated.....	13
	<hr/>
Total number of periodicals.....	85

## Binding.

Number of books rebound.....	1,138
Number of books newly bound.....	126
	<hr/>
Total number of books bound and rebound.....	1,264

## Registration of Readers.

Number of readers' cards in force May 31, 1898.....	4,197
Number of readers' cards added past year .....	2,276
	<hr/>
	6,473
Number of readers' cards expired past year.....	2,171
	<hr/>
Total number of readers' cards in force May 31, 1899 .....	4,302



## Reading and Reference Lists.

The following reading and reference lists were prepared in the Library during the year :

Arbitration.	Russia.
Art in the Public Schools.	Spain.
Egypt.	Taiwan.
Electro-plating.	Taxation.
Evolution.	U. S. Army, Navy and coast defense.
Hawaii.	University extension.
Hereditv or environment?	University settlements.
Invention of the turbine motor.	Yellowstone Park.
London.	Good books for second grade.
Merriman, Henry S.	Good books for third grade.
Mexico and the Aztecs.	Good stories of adventure for boys.
Modern English art and literature.	Good stories for girls from twelve to eighteen.
Municipal ownership of street railways.	Stories of the time of Christ.
Negro education.	New books suitable for Christmas gifts, 1898.
Negro suffrage.	
Red Cross Society.	



CIRCULATION BY MONTHS ACCORDING TO CLASSIFICATION, SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGES, 1898-1899.

CLASSIFICATION.	June		Jl.		Aug		Sep		October		Nov.		Dec.		Jan.		Feb.		March		April		May		Totals		Per cent 1899
	Sc'l	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	Sc'l	Lib.	
General works . . . . .	51	25	32	38					39						63	65			58	67			64	54		608	5
Philosophy. . . . .	54	32	41	53					55					48	55				52	113			97	70		740	.61
Religion. . . . .	63	39	52	57					64					89	80	9			86	96			54	70		803	.67
Science. . . . .	143	87	75	113					102					127	157	12			141	182			130	127		1,277	1.27
Sociology. . . . .	5	5	3	1					3					2	1				4	6			3	2		33	.02
Philology. . . . .	96	56	87	121					97					104	82				95	155			132	126		1,241	1.04
Natural science. . . . .	63	67	84	100					68					102	86				95	138			69	12		1,030	.86
Useful arts. . . . .	3	80	52	64					106					134	119				135	217			124	124		1,111	
Fine arts. . . . .	5	222	157	154					268					379	364	25			311	543			374	40		3,757	3.14
Literature. . . . .	44	163	114	148					172					245	193	15			175	344			227	178		1,261	2.11
History. . . . .	25	136	97	143					153					183	209				206	299			179	123		1,954	1.65
Travel. . . . .	31	166	110	182					166					235	18				26	21			233	173		2,011	2.01
Biography. . . . .	3	3535	3432	3585					3527					4310	3691				3846	5290			3287	3		459,362	38.02
Fiction. . . . .	179	141	1400	1535					1,197					1,682	1,526				1,039	2,600			2,072	53,142		202,220	21.16
For juvenile. . . . .	6000	1395	6075	7003					6000					7909	6887				7130	10331			7474	6474		83959	69.50
Total Home Cir. . . . .	1635	707	621	976					1,395					2,032	1,846				1,908	2,667			1,732	1,713		19,437	16.1
Reference . . . . .	290	...	...	...					584					2,195	1,207				3,130	2,309			2,104	1,285		17,402	14.40
School. . . . .	8182	6080	6696	7979					7979					12,046	9,940				12,168	15,307			11,670	9,472		120,798	
Total 1899. . . . .	...	...	...	...					...					...	...				...	...			...	...		...	
Home. . . . .	4591	5754	5189	6300					5323					6626	5971				6100	8644			6315	5391		73378	
Reference. . . . .	1113	827	793	1251					2099					1875	1810				2076	2649			1842	1784		21155	
School. . . . .	...	...	...	...					258					493	1026				605	517			1848	630		5377	
Total 1898. . . . .	5704	6581	6282	7551					7686					8501	8807				9681	11810			10005	7805		99910	
Gain 1899. . . . .	...	loss	414	428					299					3545	1133				3087	3497			1665	1667		20888	

SUMMARY OF DISBURSEMENTS AND CIRCULATION  
FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO DATE.

Y'rs.	Books.	Periodicals.	Furniture & Fixtures	Salaries.	Other Expenses.	Total.	Circulation.
1874	\$ 260.00	\$ 161.35	\$ 101.42	\$ 156.75	\$ 399.19	\$ 1,078.71	*9000
1875	1,042.08	89.86	219.10	253.00	402.87	2,006.91	16002
1876	1,333.07	86.70	69.20	348.25	393.17	2,230.39	13195
1877	477.75		59.62	289.00	409.48	1,235.85	13315
1878	400.00	85.00		276.00	644.90	1,405.90	14713
1879	311.60	87.50	12.00	276.00	443.15	1,130.25	16230
1880	250.00	100.00		276.00	390.35	1,016.35	15242
1881	144.91	100.00	80.20	283.00	676.86	1,284.97	17088
1882	240.93	90.00	33.00	289.00	630.33	1,283.26	15357
1883	647.02	97.50	48.70	320.00	757.18	1,870.40	19741
1884	376.87	81.55		336.00	911.67	1,706.09	18050
1885	598.89	156.48	61.10	336.00	779.04	1,931.51	19083
1886	832.35	93.52		341.00	732.49	1,999.36	20992
1887	680.60	105.25		436.50	891.79	2,114.14	19535
1888	768.80	102.60	75.00	413.00	1,041.21	2,400.61	20361
1889	910.45	104.68	300.00	411.52	1,001.43	2,828.08	15905
1890	833.54	97.50	175.00	493.95	1,434.98	3,034.97	24803
1891	945.14	100.48	20.00	552.00	1,302.79	2,920.41	28320
1892	1,071.16	124.93		598.00	1,111.71	2,905.80	31260
1893	1,924.57	125.46	1,090.00	687.10	1,773.02	5,600.15	34294
1894	2,086.44	140.75	32.75	1,160.00	964.00	4,383.94	52862
1895	2,582.68	119.03	31.85	2,190.45	1,742.35	6,666.36	52435
1896	2,164.85	144.45	362.46	2,414.96	1,580.90	6,667.62	63165
1897	2,624.10	182.70	130.38	2,876.46	3,152.51	8,966.15	71120
1898	1,657.10	190.25	245.68	3,122.70	2,550.77	7,766.50	99910
1899	1,395.39	241.06	93.26	3,332.96	1,553.52	6,616.19	120798
	\$26,560.29	\$3,008.60	\$3,240.72	\$22,469.60	\$27,671.66	\$83,050.87	842776

\* Estimated. No authentic record.

Volumes transferred from Library Association July 3, 1873.....932  
 Number of volumes in Library May 31, 1899.....22,807  
 Average yearly growth .....841  
 Average expense per volume circulated.....6.07 cents

## Gifts.

	Vols.	Pamphlets,	Nos.
Alexander, A. S. . . . .			1
Armour Institute of Technology . . . . .	1		
Atwell, C. B. . . . .	1		
Barber, B. B. . . . .		1	
Barlow, S. M. . . . .	1		
Beers, W. . . . .	1		
Belleville Public Library . . . . .		1	
Boardman, Dr. C. H. . . . .	1		
Boltwood, H. L. . . . .	5		
Boyd, William . . . . .	1		
Boston Book Company . . . . .	1		
Boston Public Library . . . . .	1	1	
Brown, Walter Lee . . . . .	72	3	2
Carnegie Free Library . . . . .		1	
Chase, W. C. . . . .		1	
Chicago Law Institute . . . . .		1	
Chicago Public Library . . . . .	2		
Clark, J. S. . . . .	3		
Currey, J. S. . . . .	7	1	
Dayton Public Library . . . . .		1	
Dexter, Mary . . . . .	1		
Dorman, C. R. . . . .	1		
Eau Claire Public Library . . . . .		1	
Enoch Pratt Free Library . . . . .		1	
Evanston Index . . . . .	1		
Evanston Press . . . . .	1		
Finley, W. W. . . . .	1		
Girard College . . . . .	1		
Hamilton Public Library . . . . .		1	
Hammond, Mrs. W. A. . . . .	7		
Harbert, Mrs. E. B. . . . .	3		
Hartford Public Library . . . . .		5	
Helena Public Library . . . . .		2	
Hemenway, Dr. H. B. . . . .			1
Hintermeister, Miss J. M. . . . .	1	1	
Hitt, I. R. . . . .		1	
Holgate, T. F. . . . .	1	2	
Hotchkiss, G. W. . . . .	2		
Hurd, H. B. . . . .	2		
Illinois Secretary of State through County Clerk . . . . .	1		
Illinois Railroad and Warehouse Comm. . . . .		1	
Indianapolis Public Library . . . . .		1	

	Vols.	Pamphlets.	Nos
International Monetary Conference . . . . .	1		
Iowa Masonic Library . . . . .		3	
John Crerar Library . . . . .		2	
Kansas City Library . . . . .		1	
Kedzie, Rev. A. S. . . . .	1		
Kingsley, H. H. . . . .	1		
Lake, R. C. (for School Library) . . . . .	108		
Lake Mohonk Conference . . . . .	1		
Leipziger, H. M. . . . .		1	
Lewis Institute . . . . .		1	
Leyton Urban District Council Public Library . . . . .		1	
Little, Rev. A. W. . . . .	1		
Lord, Frank . . . . .	2		
Lord, W. S. . . . .	10		
McCulloch, Mrs. C. W. . . . .	1		
McElwain, Frank . . . . .	1		
Magill, W. C. . . . .	4		
Madison Public Library . . . . .		3	
Manchester Public Library . . . . .		1	
Marcy, Dr. Oliver . . . . .		1	
Marcy, Mrs. Oliver . . . . .	7		
Mason, W. A. . . . .	1		
Massachusetts Institute of Technology . . . . .	2	1	
Merwin, Samuel, and Webster, H. K. . . . .	1		
Muir, H. D. . . . .	1		
Nelson, S. G. . . . .	2		
Newberry Library . . . . .		2	
Nichols, F. W. . . . .	1		
Northwestern University . . . . .	1	8	
Noyes, Miss Emily . . . . .	1		
Ohio State Library . . . . .	2		
Ottawa, Canada, Archivist . . . . .	1		
Parmelee Traveling Library . . . . .	1		
Palmer, Mrs. C. F. . . . .	1		
Parsons, F. H. . . . .		1	
Parsons, J. R., Miller L. and Steward, J. F. . . . .	1		
Peoria Public Library . . . . .	1		
Philadelphia Free Library . . . . .		1	
Potter, W. G. . . . .		1	
Powers, Mrs. Sarah . . . . .	54		43
Pratt Institute . . . . .		2	
Prindle, J. R. . . . .	1		
Providence Athenæum . . . . .		1	

	Vols.	Pamphlets.	Nos.
Quincy Public Library . . . . .		1	
Raddin, C. S. . . . .		1	
Rhodes, George . . . . .	5		
Rice, W. H. . . . .	3	2	
Ridgaway, Mrs. H. B. . . . .	2		
Rossiter, F. C. . . . .	3		
Ryan, John, and Hart, S. P. . . . .		1	
Salem Public Library . . . . .		1	
San Francisco Free Library . . . . .		1	
Scranton Public Library . . . . .		4	
Seaverns, Miss Anna . . . . .	2		
Sheldon, Henry I. . . . .	1		
Sheppard, Rev. Robert D. . . . .	1		
Smithsonian Institute . . . . .	3		
Springfield Warden Public Library . . . . .		1	
Stockham, Dr. Alice B. . . . .	9	1	14
Syracuse Central Library . . . . .		1	
Todd, A. M. . . . .		1	
University of Chicago . . . . .	1		
Unlversity of Illinois . . . . .	1	4	
University of Pennsylvania . . . . .	1		
University of State of New York . . . . .	3	9	
Vermont Board of Library Commission . . . . .		1	
Warren County Library . . . . .	1	1	
Washington University . . . . .		1	
West Ham Public Library . . . . .		1	
Wightman, C. A. . . . .		1	
Wilmington Institute Free Library . . . . .		2	
Wire, Dr. G. E. . . . .	1		
Wisconsin Free Library Commission . . . . .		3	
Worcester County Law Library . . . . .		1	
U. S. Government . . . . .	32	166	
Total . . . . .	489	263	61









v.1  
v.27

EVANSTON  
FREE  
PUBLIC  
LIBRARY

1899-1900





LIBRARY  
OF THE  
UNIVERSITY of ILLINOIS.



*L. L. Greenleaf*

LIBRARY  
OF THE  
UNIVERSITY of ILLINOIS.

TWENTY-SEVENTH

ANNUAL  
REPORT

Evanston Free Public Library

FOR YEAR ENDING

MAY 31, 1900

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Evanston, Illinois

## Board of Directors.



	Term expires
WALTER LEE BROWN,	1900
J. SEYMOUR CURREY,	1902
RICHARD C. LAKE,	1900
WILLIAM S. LORD,	1901
CHARLES G. NEELY,	1901
F. W. NICHOLS,	1902
GEORGE W. PAULLIN,	1901
CHARLES A. ROGERS,	1902
JOHN W. THOMPSON,	1900



## Officers.

J. W. THOMPSON, President. J. S. CURREY, Vice-President.  
W. S. LORD, Secretary, MARY B. LINDSAY, Ass't Sec'y.

## Standing Committees, 1899-1900.

BOOKS—J. S. CURREY, W. L. BROWN, R. C. LAKE.

MANAGEMENT—W. S. LORD, F. W. NICHOLS, C. G. NEELY.

FINANCE—G. W. PAULLIN, C. A. ROGERS, J. W. THOMPSON.

## Library Staff.

MARY BOYDEN LINDSAY, Librarian.

ELIZABETH PORTER CLARKE,

Asst. Librarian for Reference and School work

CORA MAY HILL, Supt. Circulating Department

GERTRUDE LEROY BROWN, Cataloguer

BERTHA STRONG BLISS, First assistant Circulating Department

ARTHUR HOWELL KNOX, Page and general assistant

WILLIAM E. LEE, Janitor.

## LUTHER LELAND GREENLEAF.

A portrait of the late Luther L. Greenleaf appears as a frontispiece to this report of the Evanston Free Public Library.

On the 18th of October, 1870, Mr. Greenleaf was elected President of the Evanston Library Association, and continued as such until it was merged into the Evanston Free Public Library on June 21st, 1873; at which time his term of service ended.

Mr. Greenleaf was a man who commanded a large measure of respect and confidence. He took a hearty interest in all enterprises intended to promote the welfare of Evanston and its citizens, and was a liberal contributor to every worthy cause. When the Evanston Library Association was formed in 1870 a fund of \$1,000 was raised by subscription for the purchase of books, and Mr. Greenleaf contributed more than half of this amount himself. He provided at his own expense two entertainments at the Congregational Church, a violin concert by Ole Bull and a lecture by John B. Gough, the entire proceeds of which were donated to the Library Association. His interest in the library was an enlightened and intelligent one. He foresaw just what it was to become and is today, and he may properly be regarded as its founder. He showed an especially strong interest in libraries, having already in the previous year given to the Library of the Northwestern University a splendid collection of over 20,000 volumes at a cost to himself of \$10,000. He was also a benefactor of the Garrett Biblical Institute, of the Woman's College while it was yet an independent institution, and of the various churches. His name was usually to be found at the head of every subscription list. Frances Willard, in her book, "A classic town," speaks of him as the "Maecenas of early Evanston."

"Mr. Greenleaf ought to be remembered," said a former friend and neighbor of his, who knew him well, "for the

assistance he gave to many persons in acquiring homes for themselves in Evanston, by making the terms of payment extremely lenient; and even then, when unable to meet the obligations assumed, the buyer was favored in many ways. For this reason, if no other, he ought to be regarded as a public benefactor." In carrying out his plans he built numerous houses in a style known to this day as the "Greenleaf style," the best example of which is the house that he built for himself and occupied during the greater part of the time he lived here, situated at 228 Greenwood Boulevard near Forest Ave. The reverses that overtook him in later years arose in large measure from his generosity and his unwillingness to compel a strict compliance with the obligations assumed by purchasers of homes in Evanston. Added to this were the losses suffered by the depreciation of values which took place after the panic of 1873 in real estate in Evanston, Wilmette, Glencoe and Highland Park, where he was largely interested, resulting finally in those embarrassments which overwhelmed him. Even those who were involved in losses because of his misfortunes speak in the highest terms of his noble character, and testify of him as a truthful and upright man. A noteworthy element of his character was his strong temperance proclivities, being from first to last identified with every temperance movement, and in his private life he exemplified his principles to the extent of refusing to attend any entertainment where wine was served.

Mr. Greenleaf was born in Derby, Vt., February 7, 1821, and died at Beloit, Wis., November 23, 1886. He was buried in Rose Hill Cemetery. He received his training at Derby Academy, a very excellent institution in that day. He there met Elizabeth Kellam to whom he was married in 1848. For some time he was in the employ of the Fairbank's Scale Company at St. Johnsbury, Vermont, going from there to Boston still in the same business. He came west about 1860, opening the Chicago house of Fairbanks, Greenleaf & Co. He established his residence in Evanston the same year and continued to live here until 1875. In that



year he removed to Beloit, where he remained until his death eleven years later.

Mrs. Greenleaf survived her husband nearly 13 years. She is spoken of by those who knew her intimately as a woman of noble character. She was quiet, self-sacrificing, and, like her husband, charitable. She was endowed with extremely good common sense and was a well rounded character, loved and respected by all who knew her. She was a sister of Mr. James H. Kellam now living in Evanston. Her death occurred October 5, 1899.

Two daughters of Mr. and Mrs. Greenleaf are now living. The older is Mrs. Mary Greenleaf Plant, whose husband is James C. Plant, an architect and civil engineer in the employ of the Government at Washington, D. C. The younger is Mrs. Helen Greenleaf Simmons, whose husband is James Simmons, a professor in Grinnell College, Grinnell, Iowa. It is due to Mrs. Simmons to say that much of the information in this sketch concerning her father was furnished by her.

This tribute to the memory of a man, who so well deserves the kind remembrance and gratitude of a later generation of our community, is deemed especially appropriate in this report of the Public Library when it is on the eve of being provided with a new home. It is at such a time, when the interest of many is quickened, that the beginnings of the library should be historically referred to, involving as it does so interesting a character as the subject of this sketch. And it is at such a time, when reviewing the events of the past, that a proper acknowledgement of his important services should have a place in our annals. It was largely through Mr. Greenleaf's liberality that the original Library Association was enabled to make so successful a start in 1870; and when some three years later, (June 21, 1873), the Evanston Free Public Library was organized under the State Library Law, the Association already possessed a substantial collection of books, which passed into the possession of the Public Library as a gift from the older institution, and which formed the foundation of what the library is today and what it will become in the future.

# Directors' Report.



EVANSTON, ILL., May 31, 1900.

*To the Honorable Mayor and City Council of the City of Evanston :*

The annual report of the Free Public Library for the year ending May 31, 1900, is herewith submitted :

**The work of the library** during the year has been most satisfactory. The detailed exhibits thereof are most admirably shown in the reports and tabulated statements of the Librarian and Heads of Departments, all of which are hereto attached and made a part of the Directors' Report.

The financial report will be found in the report of the Finance Committee, which is also made a part of the Directors' report.

**The continued increase of patronage** is most gratifying. It is the highest possible tribute of appreciation, and shows the adaptation of the library to the needs of the community, as well as the efficiency of the Administrative staff.

The gain in circulation over that of the preceding year is 18,826 volumes, and the gain for the last three years amounts to 68,504 volumes. The average number of volumes in the library during the year was about 23,500. Estimating the population of Evanston at 25,000, the circulation, including use for reference work, is equal to a little more than five and one-half volumes to each and every person in Evanston, and the total amount of circulation is equivalent to the use of each volume about six times during the year.

**Particular attention is called** to the increased use of the library for reference purposes. The gain during the year amounts to more than 60 per cent. over that of last year. This is the highest and most effective use that can be made of the library. In this department, as well as others, the

library takes a very high position. Considering size and working facilities, it is regarded by librarians and library workers generally, as one of the best examples of highly effective library work to be found anywhere.

*The standard of efficiency* in administration is maintained at the highest possible point of practicability. Through the Librarian, various members of the Staff and Board of Directors, the library is kept in close affiliation with the active and progressive library organizations of this country—the American Library Association, the Illinois State Library Association, etc.

*The demands now being made* upon the library along the lines of educational work, are in excess of the facilities to properly supply. Its practical comprehensiveness, its up-to-date inclusiveness, its increasing accumulation of specially prepared lists of books in the library on a great variety of special subjects, its efficient, progressive and obliging corps of administration, these, each and all of them, constantly contribute to its growth and advancement. The library is in close and harmonious working relationship with all of the public schools and the various literary and study clubs.

*The Children's League* is opening up a most effective and promising line of library work, and the organization is fast becoming a powerful ally for the preservation and right use of the books of the library in accordance with the League's motto—"Clean hearts, clean hands, clean books."

Too much credit cannot be given to the Librarian and her efficient Staff of assistants for the splendid showing of the past year. For enthusiastic locality, untiring devotion, intelligent appreciation and effective administration, this corps of library workers cannot be excelled.

*The event of the year*, and in fact, the event in the history of this library, was the reception of a proposal early in January, from Mr. Charles F. Grey, to erect a library building to cost \$100,000 conditioned upon an acceptable site being provided, "which shall be furnished, cleared of buildings, free of cost or incumbrance, and the premises after purchase removed from the tax list. . . . The building

shall be under the entire care and charge of the Library Board, and used only for library purposes and such additional educational uses as would properly come within the scope of a Free Public Library; the title of the building to be continued in its present form, Evanston Free Public Library." This munificent proposal makes possible the establishment of this library in a home of its own, built with special reference to its needs, and adapted to its requirements for years to come. It shows an appreciation of Evanston, its high standing as an educational center, large faith in its future, and a desire to contribute to the maintenance of its position as an ideal city of homes.

It shows an appreciation of the Free Public Library as one of the great permanent educational institutions of Evanston, and that, in order to properly perform its work as the "People's University," it must be centrally located and properly established in a building adequate to its requirements.

A site acceptable to Mr. Grey has been decided upon, and steps are being taken, which it is hoped will soon result in securing the necessary funds to purchase it.

Respectfully submitted,

JOHN W. THOMPSON,  
*Chairman Board of Directors.*

# Librarian's Report.



*Board of Directors of the Evanston Free Public Library :*

GENTLEMEN—Herewith is submitted the twenty-seventh annual report of the Free Public Library for the year ending May 31, 1900 :

Our library has grown to the point where the work of the several departments is more clearly defined. Believing that you will be interested in an outline of the work of these departments, and believing too, that in the fulfillment of our trust to the public, it is but right that the public be kept advised of the details of our work. we have this year requested the Heads of the several Departments to present reports of their work.

These reports will be a showing not only of the work of the past year, but will give an idea of the scope and character of the work in general.

The general work of the library has been conducted on the same lines as in the previous year. We are often asked what constitutes the particular work of the Librarian and the several assistants.

In addition to the supervision of the work as a whole, the duties of the Librarian consist in large part of the selection of books for purchase, lists of which are submitted each month to the Book Committee, and through them to your Board for approval. This means not alone the reading of reviews of new books but the perusal of auction or second-hand catalogues for the opportunity of picking up some standard work which happens not to be already in the library. The correspondence relative to the purchase of books and supplies, together with the usual business details attendant upon the routine work of the Library, occupy the remaining part of her time.

The Reference Librarian, besides the reference work in the library, has charge of the work of sending out books to the schools and of the work with children in general.

To the Cataloguing department belongs the preparation of books for circulation.

The Circulating Department has charge of all the records in connection with the registration of readers and the circulation and care of books, including binding and repairs.

The books of the Library are in good condition.

While we have experienced, as have other libraries, some book mutilation, yet we believe from our investigations, that this damage was done either by one person or by a small number of persons, and may easily be overcome. The art books which have suffered most from the removal of plates and illustrations, have been removed from the quiet reading room to shelves near the circulating desk where better supervision is given them. The quiet reading room thus vacated has been used for a periodical room, and by placing extra cases there the whole collection of bound periodicals is brought together. This is the only available space for this collection as a whole and yet this room is scarcely large enough, and here, more than any other place in the library, is our crowded condition manifest.

Of the sixty-four books missing at last year's inventory, eleven have been found.

### **Library Day, Exhibitions, etc.**

Following the custom of previous years, our third annual Library day was held Friday, Nov. 24, from 1 to 10 P. M.

The usual public reception was given, the entire library being thrown open to visitors, who had been invited through the public press and by various other means to inspect its departments.

The art room, or quiet reading room, was transformed into an Indian room, where Indian blankets and curios, loaned by various citizens, made a very interesting exhibit and here were placed the books on Indian life selected from the shelves of the library. A large and interesting part of



this exhibit was the collection loaned by Dr. W. A. Phillips, illustrating the industries of the Algonquin Indians.

Exhibits were made in the reading room of rare bindings belonging to Mr. C. B. Cleveland, and of rare books representing modern development of book illustration, loaned by Mr. R. K. Coble. Some rare old books were also exhibited.

A collection of photographs of library buildings was arranged in the Librarian's office. Among these was shown an ideal sketch in pen and ink of Evanston's prospective library building, as it would appear if located in the public park.

In the evening a lecture was given by Mr. Charles O. Boring on "Color Photography" illustrated by lantern slides.

An orchestra volunteered its services, furnishing music in the reading room during the evening. The attendance was good both afternoon and evening, and it was felt that the renewed interest aroused in the library amply compensated for the labor and small expenditure incurred.

Entertainments were held for the Library League on April 27 and 28, with lectures by Mr. Louis S. Dubois of Argyle Park. These are more fully described in the report on children's work.

Through the kindness of Mr. Arthur B. Jones, a collection of portraits, prints, etc., relating to Columbus, was loaned to the library for a term of ten years, by the Field Columbian Museum. This collection has been hung in the City Council room and may be viewed by the public at any time.

### **Evanston Historical Society.**

An interesting movement, which may be said to have been an offshoot of the Public Library, was the formation of the Evanston Historical Society. This society was incorporated in November, 1898, having for its purposes: "To collect and preserve the materials of history concerning Evanston and vicinity and to disseminate historical information."

The Library had for many years given attention to the

collection of materials pertaining to the local history of Evanston; and as this collection grew, it became evident that the work, if adequately done, must be in the hands of a society formed for that purpose. To encourage this movement the Directors placed at the disposal of the society the use of the library rooms for its preliminary meetings. The result has been the formation of the Evanston Historical Society with a hundred members and having in its possession already an interesting collection of books, records, charts, photographs, portraits, objects of historical value and manuscript accounts, forming the nucleus of a valuable historical collection.

### **Evanston Writers.**

In co-operating with the Historical Society, it has been the aim of the Public Library to secure as many as possible of the books written by Evanston writers, as well as works relating to Evanston history. The work of preparing a list of Evanston writers, which was begun in a small way some time ago, has been carried to some extent this year. Notices were sent out to about 250 people, present and former residents of Evanston, asking for information as to their literary work. This resulted in the collection of much valuable data which will as early as possible be arranged in form of a card catalogue of authors and titles, making an interesting record of great value to local history.

This list was used by the Young Women's Missionary Society of the First M. E. Church, in publishing a catalogue of Evanston writers for their "Evening with Evanston authors," April 2, 1900.

### **Attendance Upon Library Meetings.**

Our Library was represented on the program of the Illinois State Library Association at East St. Louis, in February, 1900, by your Vice-President Mr. J. S. Currey, and your Librarian.

Mr. Currey addressed the meeting upon "The relation of Trustees to the Librarian," and the Librarian presented a paper upon "The value of the library to the community."

The attendance of the Librarian upon the Atlanta meeting of the American Library Association in May, 1899, was noted in our last year's report. Your generosity in granting both time and appropriation for traveling expenses for attendance upon State and National Association meetings is deeply appreciated, and we assure you that we continually realize the advantage gained from the inspiration of such meetings in carrying forward our own work.

### **The Staff.**

In accordance with the custom in many progressive libraries of today, we have had for two years past a limited number of apprentices. Five young ladies and one young man have given services averaging 14 hours per week in exchange for the instruction and experience they are thus able to gain in library work.

The staff of regular assistants remains the same as last year with one exception. The position of Page and general assistant, made vacant by the resignation of Ralph D. Hubbard in September, 1899, was filled for two weeks by Miss Gertrude Aiken, who then resigned to attend college. Mr. Arthur H. Knox succeeded to this position and his appointment was certified by the Civil Service Commission in October, 1899.

We wish to commend, as we have done before, the faithful, efficient work of our staff. Their ever ready sympathy with the interests of the Library and their enthusiasm in their work is a constant source of helpfulness.

In closing we thank you, gentlemen of the Board, for your genuine interest in all the details of our work and your cordial support in the execution of our trust.

Respectfully submitted,

MARY B. LINDSAY,  
*Librarian.*

JUNE 1, 1900.

## Reference Department.

### Reading Room, School and Children's Work.



The statistics of circulation show for this year a marked increase in the use of the Reference Department over previous years.

From June, 1898, to June 1899, the number of books used for reference was 21,115; from June, 1899, to June, 1900, the number was 23,391; a gain of 2,276. This does not include the constantly increasing use of the library made by students with the help of the card catalogue and reference lists, without a personal appeal to the Reference Librarian.

The patrons of this department may be divided broadly into three general classes:

*First*—The large number of seekers after miscellaneous information, covering a variety of subjects from "The statute laws of Illinois" to "The transmigration of souls."

*Second*—May be mentioned the Woman's Club and other study clubs of the city.

*Third*—Teachers and pupils of the public schools and the professors and students of the Northwestern University. As in past years, special bulletins have been printed for the Bryant Circle and Pierian Club, and type-written list made for the Protocol and other smaller clubs, as well as at the request of private individuals. A summary of the subjects treated will be found added to this report.

A list of one hundred books for a Sunday School Library was made for a member of the graduating class of the Garrett Biblical Institute, and type-written lists have been prepared from time to time on subjects of debate or special study for other University students.

Books have also been kept in reserve at the request of teachers in the High School and Haven School as well as for classes at the University.

A number of lists of good books for different grades have been made during the year on request of the teachers, and such lists are greatly in demand by parents and by the children themselves. The opportunities of a librarian in directing children to a choice of good and suitable books are almost limitless. Much may be done and is done by personal guidance, but a larger number may be reached by the posting and circulation of these lists, and, until we have the ideal conditions of a Children's Department, a special room and attendant for our boys and girls, we must depend largely upon them.

An improvement in the arrangement of the Reference Department has been the placing of the books best adapted to the children's use on a low shelf by themselves. This has been a great help in teaching our boys and girls to look up their own inquiries, and many of the pupils of the grade schools as well as the High School are doing very intelligent reference work.

The removal of the bound magazines to the Quiet Study Room in the north end of the library has proved a successful experiment, greatly relieving the crowded condition of the Reference Department. The change has been warmly appreciated by our many reference workers.

The great need in both the Reference Department and Reading Room of more space and quiet may seem almost too conspicuous for special mention. During the winter afternoons and evenings, and even till late in the spring, both rooms are often crowded to their fullest capacity. Considering our cramped quarters, the amount of faithful study done here is often a source of wonder to those who witness it. That many are kept away from the Reading Room by these conditions goes almost without saying. A separate Children's Room is perhaps our most urgent necessity. Our most difficult problem is how to keep our Reading Room attractive to our constant throng of boys and girls, to many of whom the influence of books is the best of their lives, without infringing on the rights of older readers.

Public and Library Staff alike long for the day when a



new building with separate Reference and Reading Rooms, and, above all, a Children's Room becomes a blessed reality.

### **Work for the Children.**

Books have been circulated during the year through the following schools:- Central, Lincoln, Central St. Noyes, Emerson and Larimer, the circulation for 1899-1900 being 30,889. A reference use of the books in the school-room has been constantly increasing, and now forms an important factor in the report of the school circulation.

Another School library of one hundred books has been purchased and put into circulation, making four of these special collections. We could easily use more of these School Libraries, and none of our books have travelled further or exercised a more potent influence for good. During the summer they have been loaned to the Girls' Industrial School and the Fresh Air Home in North Evanston, and a small collection is now doing missionary service at the rooms of the Delano Christian Association.

### **Library League.**

This organization, which has been in existence now over a year, numbers 800 members. Its first large meeting was held in two sections, one of the boys on Friday afternoon, April 27th, and that of the girls on the following Saturday, the 28th. The members were welcomed by Miss Lindsay, and a brief talk on the objects and plans of the League was given by Miss Clarke. The children were then entertained by a very interesting illustrated lecture by Mr. L. S. Dubois of Argyle Park, the subject on Friday being "Ships of our navy" and on Saturday, "Mexico".

One of our School principals made a special report this spring of a marked improvement among her children in the care of their books which she ascribed to the influence of the League Motto—"Clean hearts, clean hands, clean books" We hope next year to have regular meetings and that the League will continue to be one of mutual help and benefit to the library and to the children themselves.



### Picture Collections, Bulletins etc.

Our collection of mounted pictures has been gradually increased, till we have now about 1,000 pictures for school use. This includes portraits of prominent men and women, pictures of celebrated places and buildings, copies of famous paintings and statuary, colored plates of birds and animals, and special collections of Madonna pictures and scenes in U. S. History.

A partial classified list of these pictures has been type-written and copies will be distributed among the schools. A complete card catalogue of them is much needed, and will be prepared in the near future. The collection has been very generally used and warmly appreciated. As in past years, our Bulletin boards have been kept supplied with timely lists and with pictures illustrating current history. These have been taken from Harper's Weekly, the illustrated London News and other picture papers and chosen largely with the view of interesting the boys and young people.

We have been favored also by loans of very attractive picture bulletins from the Illinois Library School and the N. Y. State Library School of Albany.

Since Jan. 1st, a Birthday Bulletin has been posted, giving the birthdays of celebrated men and women, a list of whatever biographical material the Library afforded, and, if possible, a portrait of the subject of the day. For artists, copies of their best pictures have been added, and a list of the writings of authors. Two prizes were offered to members of the Library League for the best lists of birthdays bulletined between February 1st and May 15th.

This contest has been a great success in arousing interest in the League, and has also been instrumental in drawing children to the Library, and increasing circulation of the children's department.

Respectfully submitted,

ELIZABETH P. CLARKE.

Assistant Librarian for reference and school work.

## Catalogue Department.



The total number of books classified, accessioned, shelf-listed and catalogued during the year was 1847. For these books 5540 catalogue cards were written, 1847 shelf-list cards and 2310 book cards. It may be of interest to the public to know what must be done to a book before it is ready for circulation. When books are received at the library each volume is checked with the bill. The class number is then assigned and the books are entered in the accession catalogue where there is kept a record of the time of purchase, cost, publisher, price, size, style of binding, etc. After each book is entered it is stamped with the accession number, a card and pocket are also stamped with the same number and placed in the book. Then the shelf-listing and cataloguing are done, the pockets are pasted in, the books stamped with the embossing stamp, labels pasted on the back on which the call number is written, the leaves cut and the book is ready for circulation.

To meet the demands of the public a library should be able to answer the questions: What books have you by a certain author? What books, or material have you on a certain subject? Have you a book by a certain title? The public card catalogue, in which there is a more definite and particular analysis of the contents of books, and a wider range and more careful choice of subject headings, is found to be especially serviceable in revealing the contents of the library to careful readers and students. With a good card catalogue a library should be able to accomplish much, and the efficiency of the catalogue in showing to the public the scope and quality of the library, fully repays the labor and effort expended in its preparation.

In the classifying and cataloguing of books, progress is

slow. Titles are often misleading and the preface, introduction and table of contents, and sometimes the book itself must be carefully examined before the class number can be assigned and the subject headings indicated. This careful examination reveals valuable material not even suggested by the title and which must be brought out in the card catalogue. To do this the making of several cards for a book is frequently required, and as many as 15 cards have been written for one book. Such analytical work has not yet been carried very far, but it is hoped that we may carry it farther in the future, especially in books for young people for whom material on specific subjects and suitable for young readers is in constant demand.

The printed catalogue cards which are received from the Library Bureau, Boston are helpful and, we think, profitable. Their use saves time, and helps in suggesting class numbers and subject headings. For books of short stories, collected biography, books of essays, etc. the contents are entered on the printed cards, on written cards this would take much time and more space on the card than could be given.

The writing of the catalogue cards in a clear library hand takes much of the cataloguer's time and many libraries are trying different methods in order to hasten this work. The typewriter seems to be the best method for writing the cards rapidly. This would seem to be satisfactory, for the work can be quickly done, the cards easily read, and in case of long titles more can be put upon the card. For this reason it is urged that a new typewriter with card attachment be purchased.

For every book a shelf-list card is written, which is similar to the author catalogue card, except that the title is brief. The shelf-list cards are arranged according to the class number and show how the books stand on the shelves.

For the books in the School Libraries a simple author card is written and two book cards. On the author card is indicated the School Library to which the book belongs and these cards are filed alphabetically and kept in a separate tray.

During the last year four bulletins of new books have been made, a bulletin slip is made for each book when it is catalogued and from these slips typewritten lists are made for the printer.

The cataloguing of the periodicals which was begun in 1898 is not yet completed. This with other miscellaneous work must be done at intervals between the work on the new books received each month. When new books are received at the library they are rushed through and made ready for the public as soon as possible. The classifying cataloguing, shelf-listing, making of bulletins of new books and other work is done by the cataloguer who is subject to calls from the Circulating department.

Respectfully submitted,

GERTRUDE L. BROWN,  
Cataloguer.

## Circulating Department.



The Circulating Department has been open to the public 299 days during the past year, from 9 A. M. until 9 P. M., being closed on Sundays and legal holidays.

There has been a steady increase in the circulation of all classes of books as may be seen in the table of statistics appended to this report.

From this department 85,344 volumes were issued for home use, 23,391 for consultation in the library, and 30,889 were circulated in the several schools, making a total circulation for the year of 139,624 volumes, a gain of 18,826 over last year, and of 68,504 in three years.

No statistics are kept of the use of the current periodicals or books in the reading room.

The daily average circulation for the year was 465, a gain of 66 volumes over last year. The largest issue of any one day was 757, on Saturday, Oct. 28; the smallest, 170 on Thursday, August 24, exclusive of "Dewey day," when the library was open only from 7 until 9 in the evening. The largest month's circulation was 25,161 (April); the smallest 6,484 (June).

There has been, as in all circulating libraries, a great demand for fiction, especially the new fiction, and the question has yet to be settled how to supply the demand and do away with the frequent complaint of "never being able to get a new book."

We duplicate the newest and most popular books, having seven copies of some of the fiction, so constantly called for.

A certain number of these copies are reserved by postal card, the others circulating freely, being placed on a table near the delivery desk with other new books. It may be of interest to know that up to the present time 100 reserve

notices have been left for Mary Johnston's "To have and to hold."

The plan adopted the past year of exhibiting the new books for several days before putting them into circulation has proved most satisfactory. The public is notified through the Evanston papers as to the time of exhibition of these new books, and the number of readers who come up to examine them, and the eagerness with which they are taken on the day of circulation gives every reason to think the plan a decided success. A list of "books ordered" is posted on the bulletin board near the door. This gives every one an opportunity of knowing what books are to be added later, and many requests are left in advance.

Readers have the privilege of leaving at the desk the title of any book they wish purchased, these requests being subject to approval by the Library Board.

The number of reserve postals sent out during the year was 1340; of fine notices 1,219. The amount received from fines was \$335.69, an average of \$28 a month.

Every precaution is taken to prevent the spreading of disease through the circulation of the books; the Health Commissioner reports promptly all cases of contagious diseases and any book exposed in the least to contagion is thoroughly fumigated before being returned to its place on the shelf.

### **Registration.**

There are 4,288 readers' cards in force at the present time. Every permanent resident of Evanston without limitation as to age, is entitled to a reader's card, on which two books may be drawn, only one of which may be fiction.

A charge of 50 cents a month, or \$2.50 a year is made to non-residents.

Memberships are renewable at the end of two years.

Cards are issued to the students of Northwestern University, allowing one book other than fiction at a time.

Teachers in the Evanston schools are entitled to six books for school work.



### Binding and repairs.

A total of 1,088 volumes was sent to the bindery. Of these, 204 were bound for the first time, and 884 were rebound. There have been 1,573 books repaired in the library.

### Gifts.

A list of gifts is appended to this report.

We have received from other libraries, the U. S. Government and private individuals, 407 volumes, 446 pamphlets, and 133 odd numbers of periodicals. Each one of these gifts is recorded, and promptly acknowledged; this work being under the supervision of Miss Bertha Bliss. Notable among the gifts was one of 36 bound volumes of Atlantic Monthly from Mr. C. H. Remy.

Many contributions from Evanston authors have been received, adding materially to our already valuable collection of Evanstoniana.

The opening of the shelves to the public has been greatly appreciated and largely instrumental in adding to the popularity of the library. The actual handling of the books is an education as well as an inspiration, and an especial delight to the children.

The large increase in the circulation and the appreciation manifested by the library patrons are gratifying proofs of the growing usefulness of the library.

Respectfully submitted,

CORA M. HILL,  
*Supt. Circulating Department.*

# Annual Financial Statement.

MAY 31, 1900.

*To the Board of Directors :*

The Finance Committee begs leave to submit the following report of the finances of the library for the fiscal year commencing June 1, 1899 and ending May 31, 1900.

## Receipts.

Balance in hands City Treasurer, May 31, 1899.....\$3695.23  
Received from taxation 1899-1900..... 8190 37—\$11,885 60

Petty Cash :

Balance last report in hands Librarian .....	135.95		
Fines.....	\$ 344.79		
Catalogues .....	16.10		
Transient memberships .....	5.50		
Books lost, &c .....	19.86		
Bryant Circle (for printing bulletins)	2.50		
Pierian Club (for printing bulletins).	1.25		
Sale of Library League badges .....	.30		
R. Hubbard, advanced salary			
refunded .....	\$ 7.50	\$ 397.80	\$ 533.75
			<u>\$12,419.35</u>

## Disbursements.

Books purchased (1724 volumes) .....	\$1,600.63
Periodicals subscribed for (72).....	196.71
Binding.....	223.10
Furniture and fixtures .....	124.00
	<u>\$2,144.44</u>

Operating Expenses :

Rebinding .....	\$ 325.90		
Salary Librarian and Staff.....	3,279.96		
Janitor services .....	240.00		
Heating and lighting.....	508.75		
Printing, postage and stationery ...	198.83		
Supplies .....	197.87		
Incidental expenses.....	199.02		
Refitting, cleaning and repairs.....	120.52		
Cash deposit refunded.....	5.00		
*Insurance.....	660.00		
Refunded for lost books returned..	\$ 1.75	\$ 5,737.60	\$ 7,882.04
Balance on hand May 31, 1900..			<u>\$ 4,537.31</u>

This balance consists of the following :

Balance in hands of City Treas.....	\$4,497.91
Balance Petty Cash in hands lib'n..	<u>39.40</u>

\$4,537.31

Respectfully submitted,

G. W. PAULLIN,	} Finance Committee.
C. A. ROGERS,	
J. W. THOMPSON.	

\*Five years insurance.

# Children's Library League.



ORGANIZED FEBRUARY, 1899.

OBJECT—The promotion of a proper appreciation of books, their care, use, etc.

## Pledge:

We, the undersigned, members of the Library League, agree to do all in our power to assist the Librarian in keeping the books in good condition.

We promise to remember that good books contain the living thoughts of good and great men and women, and are therefore entitled to respect.

We will not handle any Library book roughly, carelessly, or with dirty hands; will not mark it, turn down leaves, or injure it in any way.

We will do all in our power to interest other boys and girls in the right care of books, and will report all that we find in bad condition.

When in the Library, we will step softly and move quietly and try not to annoy other readers by any unnecessary noise or talking.

LEAGUE MOTTO—"Clean hearts, clean hands, clean books."

Number enrolled to June 1, 1900.....806

Distributed as follows:

NAME OF SCHOOL	GRADES								Not Graded	Total
	1	2	3	4	5	6	7	8		
Central .....			37	50	28	17	.....	.....	.....	132
Central St.....			9	10	20	19	6	.....	.....	64
Dewey .....		7	11	12	23	16	.....	.....	.....	69
Emerson .....				31	.....	.....	.....	.....	.....	31
Haven .....	1	21	20	13	16	11	41	49	.....	172
Hinman .....			12	18	9	18	10	.....	.....	67
Larimer .....		4	8	9	23	9	17	.....	.....	70
Lincoln .....			10	20	20	.....	34	36	.....	120
Noyes.....			20	22	16	14	.....	.....	.....	72
Not in public schools			.....	.....	.....	.....	.....	.....	9	9
Total.....	1	32	127	185	155	104	108	85	9	806

# Tabulated Statements.



## Accessions.

Number of books in the library May 31, 1899 .....	22,807
Number of books purchased past year.....	1,724
Number of books donated past year .....	123
Total accessions past year.....	1,847
Number of books worn out and withdrawn .....	146
Number of books lost or damaged.....	20
Total number of books withdrawn .....	166
Total net accessions past year.....	1,681
Total number of books in the library May 31, 1900..	24,488

## Accessions According to Classification.

	No. Vols. in Lib'y May 31, 1899.	Added during year.	Worn out and with- drawn.	No. Vols. in Lib'y May 31, 1900.
General works.....	2,580	216	..	2,796
Philosophy .....	309	16	1	324
Religion .....	526	61	..	587
Sociology .....	2,143	106	..	2,249
Philology .....	115	4	..	119
Natural science.....	846	74	..	920
Useful arts .....	829	40	..	869
Fine arts.....	766	52	..	818
Literature .....	2,537	157	1	2,693
Travel .....	1,527	71	..	1,598
Biography.....	1,923	142	1	2,064
History .....	1,928	113	1	2,040
Fiction.....	3,997	381	62	4,316
Books for young people.....	2,781	414	100	3,095
Total .....	22,807	1,847	166	24,488

### Periodicals.

Number of periodicals subscribed for.....	72
Number of periodicals donated.....	21
Total number of periodicals.....	93

### Binding.

Number of books rebound.....	884
Number of books newly bound.....	204
Total number of books bound and rebound.....	1088

### Registration of readers.

Number of readers' cards in force May 31, 1899.....	4302
Number of readers' cards added past year.....	2001
	6303
Number of readers' cards expired past year.....	2015
Total number of readers' cards in force May 31, 1900.....	4288

### Reference lists, 1899-1900.

Anderson, H C.	Edison, T. A.
Audubon, J. J.	England and her colonies
Aztecs	Eugenie, Empress of France
Bach, J. S.	Folk-lore
Barrie, J. M.	France
Bees	Froebel, Friedrich
Bonheur, Rosa	Galileo Galilei
Brooks, Phillips	Grant, General U S.
Browning, Robert	Greeley, Horace
Bryant, W. C.	Grimm, W. K.
Bryce, James	Harris, J. C.
Burroughs, John	Haydn, Joseph
Calhoun, J. C.	Howells, W. D.
Carlyle, Thomas	Huxley, T. H.
Cary, Alice	Illinois
Catherine II, Empress of Russia	Indians and cowboys
Clay, Henry	Irving, Washington
Cleveland, Grover	Jefferson, Joseph
Co-operation and profit-sharing	Jefferson, Thomas
Cromwell, Oliver	Landseer, Sir Edwin
Curtis, G. W.	Lang, Andrew
Dante	Leo XIII, Pope
Dickens, Charles	Longfellow, H. W.
Easter day	Louisa, Queen of Prussia

Lowell, J. R.  
Madison, James  
Mendelssohn  
Michael Angelo  
Mothers' clubs  
Netherlands, The  
Nicaragua Canal  
Poe, E. A.  
Raphael  
Reformation, The  
Robespierre  
Rossetti, D. G.  
Shakespeare  
Sheridan, Gen. Philip

Sherman, Gen. Wm. T.  
Stevenson, R. L.  
U. S., Constitution of  
Van Dyck  
Wellington, Duke of  
Woman, Employment of  
Wordsworth, William  
Selected list of 100 books for a  
    Sunday School Library  
List of good books for 2d grade  
List of good books for 3d grade  
List of good books for 5th and 6th  
    grades



# CIRCULATION BY MONTHS ACCORDING TO CLASSIFICATION SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGES, 1899-1900.

CLASSIFICATION.	MONTHS												Totals.		Percentage based on total use of library 1900										
	June		Jl.		Aug		Sep		October		Nov.		Dec.			Jan		Feb.		March		April		May	
	Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib		Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib	Sch	Lib
General Works.....	50	24	55	42	67	67	64	63	49	2	67	65	75	61	75	66	61	2	68.2						
Philosophy.....	46	53	68	67	71	71	96	91	84	2	88	72	107	107	107	107	75	19	8.8						
Religion.....	33	32	49	40	40	40	77	79	100	19	112	182	142	167	167	167	137	39	87.7						
Sociology.....	53	74	71	84	127	127	144	137	104	39	193	142	167	167	167	167	137	39	1493						
Philology.....	1	3	6	3	3	3	5	2	3	2	2	2	2	2	2	2	2	2	32						
Natural Science.	84	78	70	80	83	86	108	93	103	37	110	119	199	199	199	199	147	38	1271						
Useful arts.....	50	49	65	83	85	86	76	94	85	8	116	81	110	110	110	110	96	96	991						
Fine arts.....	75	63	95	99	99	135	133	169	161	17	176	143	146	146	146	146	118	17	1493						
Literature.....	195	205	209	242	1	346	449	377	369	36	440	414	468	468	468	468	382	37	4093						
History.....	40	117	114	145	155	5	309	270	287	44	208	265	286	286	286	286	234	89	2738						
Travel.....	90	73	131	139	10	195	237	218	232	21	218	188	188	188	188	188	122	47	2023						
Biography.....	123	103	166	147	2	183	269	192	247	18	291	241	306	306	306	306	169	25	2457						
Fiction.....	2743	3388	3765	3595	100	3535	3911	3428	3876	112	4322	3943	4426	4426	4426	4426	3596	564	44528						
Juvenile.....	143	146	1893	1775	1055	1543	2067	1839	1796	112	1929	1937	2246	2246	2246	2246	1678	1861	21864						
Total.....	5106	6152	6670	6431	6700	6700	7945	7043	7535	8362	8362	7714	8795	8795	8795	8795	6891	1861	85344						
Reference.....	1235	1076	795	690	1695	1734	3097	2292	2184	6902	2536	2523	3090	3090	3090	3090	2139	*	85344						
School.....	143	...	...	...	1895	1893	2499	2041	...	6860	1024	1213	13276	13276	13276	13276	2964	...	30889						
Total, 1900.....	6484	7228	7465	7121	10327	10327	13441	11376	9719	17758	17758	11450	25101	25101	25101	25101	11994	...	139624						
Home. 6681 } School. Reference.....	6257	5373	6675	7003	6000	6000	7046	7909	6887	7130	7130	10331	7474	7474	7474	7474	6474	...	83959						
	1635	707	621	976	1395	1395	2205	2032	1816	1008	1008	2667	1732	1732	1732	1732	1713	...	10457						
	290	...	...	...	584	584	4028	2105	1240	3130	3130	2309	2464	2464	2464	2464	1255	...	17402						
Total 1899.....	8182	6680	6696	7979	7979	7979	13279	12046	9940	12168	12168	15307	11670	11670	11670	11670	9472	...	120798						
Gain 1900.....	loss 1698	1148	769	loss 858	2348	2348	262	670	loss 221	5590	5590	loss 3857	13491	13491	13491	13491	2522	...	18826						

\*NOTE: Circulation ..... { Home..... 85,344 } Per cent..... 61.12 { Total per cent. Circulation.  
Reference..... { Library..... 23,391 } Per cent..... 1.97  
School..... { School..... 28,138 } Per cent..... 20.1 { Total per cent. Reference.

Total Circulation..... 139,624

SUMMARY OF DISBURSEMENTS AND CIRCULATION  
FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO DATE.

Y'rs.	Books.	Periodicals.	Furniture & Fixtures	Salaries.	Other Expenses.	Total.	Circulation.
1874	\$ 260.00	\$ 161.35	\$ 101.42	\$ 156.75	\$ 399.19	\$ 1,078.71	*9000
1875	1,042.08	89.86	219.10	253.00	402.87	2,006.91	16002
1876	1,333.07	86.70	69.20	348.25	393.17	2,230.39	13195
1877	477.75		59.62	289.00	409.48	1,235.85	13315
1878	400.00	85 00		276.00	644.90	1,405.90	14713
1879	311.60	87.50	12.00	276.00	443.15	1,130.25	16230
1880	250.00	100.00		276.00	390.35	1,016.35	15242
1881	144.91	100.00	80.20	283.00	676.86	1,284.97	17088
1882	240.93	90.00	33.00	289.00	630.33	1,283.26	15357
1883	647.02	97.50	48.70	320.00	757.18	1,870.40	19741
1884	376.87	81.55		336.00	911.67	1,706.09	18050
1885	598.89	156.48	61.10	336.00	779.04	1,931.51	19083
1886	832.35	93.52		341.00	732.49	1,999.36	20992
1887	680.60	105.25		436.50	891.79	2,114.14	19535
1888	768.80	102.60	75.00	413.00	1,041.21	2,400.61	20361
1889	910.45	104.68	300.00	411.52	1,001.43	2,828.08	15905
1890	833.54	97.50	175.00	493.95	1,434.98	3,034.97	24803
1891	945.14	100.48	20.00	552.00	1,302.79	2,920.41	28320
1892	1,071.16	124.93		598.00	1,111.71	2,905.80	31260
1893	1,924.57	125.46	1,090.00	687.10	1,773.02	5,600.15	34294
1894	2,086.44	140.75	32.75	1,160.00	964.00	4,383.94	52862
1895	2,582.68	119.03	31.85	2,190.45	1,742.35	6,666.36	52435
1896	2,164.85	144.45	362.46	2,414.96	1,580.90	6,667.62	63165
1897	2,624.10	182.70	130.38	2,876.46	3,152.51	8,966.15	71120
1898	1,657.10	190.25	245.68	3,122.70	2,550.77	7,766.50	99910
1899	1,395.39	241.06	93.26	3,332.96	1,553.52	6,616.19	120798
1900	1,600.63	196.71	124.00	3,519.96	2,440.74	7,882.04	139624
	\$28,160.92	\$3,205.31	\$3,364.72	\$25,989.56	\$30,112.40	\$90,832.91	982400

\* Estimated. No authentic record.

Volumes transferred from Library Association July 3, 1873.....932  
Number of volumes in library May 31, 1900.....24,488  
Average yearly growth.....872  
Average expense per volume circulated.....4.1 cents

## GIFTS.

	Vols.	Pamphlets.	Nos.
Aguilar Free Library Society, New York	..	1	..
Alling, Edward H	63	..	1
Armour Institute of Technology, Chicago	..	1	..
Atkinson, Edward	..	..	2
Barber, Benjamin B	..	2	..
Belleville Public Library	1	2	..
Benz, August	2	..	..
Blue Anchor Society	..	1	..
Boardman, Dr. C. H.	..	2	..
Boston Book Co.	1	..	..
Boston Public Library	1	4	..
Bradley Polytechnic Institute, Peoria	..	1	..
Brymner, Douglas	1	..	..
Bennett, Joseph Co	1	..	..
Carnegie Free Library, Allegheny	..	2	..
Carnegie Library of Pittsburg	..	1	..
Charles, Fred L.	..	1	..
Chicago Public Library	..	1	..
Christian Science Sunday School, Evanston	4	..	..
Clark, Ulysses	1	..	..
Cleveland Public Library	..	1	..
Clover, Sam T.	2	..	..
Cobleigh, Lillian G.	..	2	..
Coe, George A.	..	4	..
Congress of Railroad Employees	..	1	..
Crawford, Edwin C.	1	..	..
Crew, Henry	1	..	..
Cushing, Mrs. G. W.	3	..	..
Daniels, Wm. Cook	..	1	..
Dayton Public Library	..	2	..
Detroit Public Library	..	1	..
DeWeese, Truman	..	2	..
District of Columbia Public Library	..	1	..
Douglas, F. H. & Co.	1	..	..
Eau Claire Public Library	..	1	..
Egypt Exploration Fund	1	..	..
Electrical Engineering Publishing Co.	1	..	..
Elliott, Sterling	1	..	..
Enoch Pratt Free Library, Baltimore	..	1	..
Etheridge, Mrs. J. H.	..	14	..
Evanston Index (year's subscription)	1	..	..
Evanston Index (bound volume, 1899)	1	..	..
Evanston Press (year's subscription)	1	..	..

	Vols.	Pamphlets.	Nos.
Fall River Public Library . . . . .	..	1	..
Fisk, Dr. H. F. . . . .	..	2	..
Fisk Free and Public Library, New Orleans . . . . .	..	1	..
Fletcher Free Library, Burlington, Vt. . . . .	..	1	..
Funk & Wagnalls . . . . .	1	..	..
Gloversville Public Library . . . . .	..	2	..
Gridley, Mrs. N. C. . . . .	7	..	..
Guthrie, Kenneth G. . . . .	..	1	..
Hanna, Septimus J. . . . .	1	..	..
Hatfield, James T. . . . .	3	5	..
Hawaiian Islands, Dept. Foreign Affairs . . . . .	..	1	..
Helena Public Library . . . . .	..	2	..
Hemenway Dr. H. B. . . . .	..	3	..
Hintermeister, Miss J. E. . . . .	1	..	..
Hitt, Isaac R. Jr. . . . .	2	..	..
Hollingsworth, Rev. J. H. . . . .	7	..	..
Houghton, Mifflin & Co. . . . .	1	..	..
Howard Memorial Library, New Orleans . . . . .	..	2	..
Illinois Bureau of Labor Statistics . . . . .	1	1	..
Illinois Secretary of State . . . . .	25	..	4
Illinois State Historical Society . . . . .	2	1	..
Iowa Masonic Library, Cedar Rapids . . . . .	..	4	..
James Prendergast Free Library, Jamestown, N. Y. . . . .	..	1	..
James, James A. . . . .	..	2	..
Janes, Lewis G. . . . .	..	1	..
Kansas City Public Library . . . . .	..	1	..
Lake Mohunk Conference . . . . .	..	1	..
Lee, Rev. Frank T. . . . .	..	1	..
Levere, William C. . . . .	1	..	..
Lewis, Mrs. E. R. . . . .	1	..	..
Leyton Urban District Council Public Library, Leyton, England . . . . .	..	1	..
Lincoln Park Commissioners, per I. T. Bryan . . . . .	1	..	..
Lord, William S. . . . .	54	..	17
Los Angeles Public Library . . . . .	..	2	..
Lutz, Mrs. J. A. . . . .	..	2	..
McCarrell, Albert F. . . . .	..	1	..
McCulloch, Mrs. Catherine Waugh . . . . .	..	1	..
McMahon, Mrs. Martha . . . . .	1	..	..
Madison Public Library . . . . .	..	5	..
Marshall, Geo. E. . . . .	1	..	..
Massachusetts Institute of Technology . . . . .	1	..	..
Melville, Geo. W. . . . .	..	1	..
Montana State Bureau of Agriculture . . . . .	1	..	..

	Vols.	Pamphlets.	Nos.
Montauk Club of Brooklyn . . . . .	1	..	..
Morrison-Reeves Library, Richmond, Ind. . . . .	..	1	..
National Educational Association . . . . .	..	1	..
Newberry Library, Chicago . . . . .	..	1	..
New York, Mercantile Library of . . . . .	..	2	..
N. Y. State College of Forestry, Cornell University ..	1	..	..
New York State Library School, Albany . . . . .	..	1	..
Northwestern Military Academy, Highland Park ..	..	2	..
Northwestern University . . . . .	1	3	..
Norton, L. D. . . . .	..	1	..
Omaha Public Library . . . . .	..	5	..
Osterhout Free Library, Wilkesbarre, Pa. . . . .	1	..	..
Parmelee Traveling Library, Chicago . . . . .	1	..	..
Pasadena Public Library . . . . .	..	2	..
Pedley, Frank . . . . .	1	..	..
Peoria Public Library . . . . .	..	3	..
Philadelphia City Institute . . . . .	..	2	..
Philadelphia Free Library . . . . .	..	1	..
Phillips, Dr. W. A. . . . .	..	1	..
Poole, Mrs. C. C. . . . .	..	1	..
Poughkeepsie City Library . . . . .	..	1	..
Pratt Institute Free Library, Brooklyn . . . . .	..	5	..
Providence Athenaeum . . . . .	..	1	..
Providence Public Library . . . . .	..	3	..
Quincy Free Public Library . . . . .	..	1	..
Reed, D. F. . . . .	..	1	..
Reform Club (Sound Currency Comm.) . . . . .	1	..	8
Remy, C. H. . . . .	53	..	..
Reynolds, Mrs. G. B. . . . .	38	..	32
Reynolds Library, Rochester . . . . .	1	1	..
Rice, Frank S. . . . .	..	2	..
Rice, W. H. . . . .	2	13	..
Rockford Public Library . . . . .	..	1	..
St. Giles Public Library, St. Giles, Eng. . . . .	..	1	..
St. Joseph Free Public Library . . . . .	..	1	2
St. Louis Mercantile Library Association . . . . .	..	1	..
St. Louis Public Library . . . . .	1	..	..
St. Paul Public Library . . . . .	..	1	..
Salem Public Library . . . . .	..	3	..
Sanders, George . . . . .	2	..	..
Schorb, Rev. George . . . . .	..	1	..
Scott, Charles Fletcher . . . . .	1	..	2
Scoville Institute, Oak Park . . . . .	1	..	..
Scranton Public Library . . . . .	..	3	..

	Vols.	Pamphlets.	Nos.
Smithsonian Institution . . . . .	4	1	..
Stanwood, Mrs. T. P. . . . .	..	1	..
Stockham, Dr. Alice B. . . . .	8	..	..
Sunset Club, Chicago . . . . .	1	..	..
Syracuse Central Library. . . . .	..	1	..
Taylor, C. F. . . . .	..	2	..
Taylor, Henry M. . . . .	6	..	..
Thompson, D. D. . . . .	1	..	..
Townsend, Howard . . . . .	1	..	..
Tucker, Charlton . . . . .	..	2	..
University of Chicago . . . . .	2	1	..
University of Illinois . . . . .	2	6	..
University of Michigan . . . . .	..	1	..
University of Pennsylvania . . . . .	2	1	..
University of the State of New York . . . . .	1	6	..
Vermont Board of Library Commissioners . . . . .	..	1	..
Warder Public Library, Springfield, Ohio . . . . .	..	2	..
Warren County Library, Monmouth, Ill. . . . .	..	2	..
Washington Heights Free Library, New York . . . . .	..	1	..
Wigmore, John H. . . . .	2	..	..
Willard, Mrs. Eugene . . . . .	2	..	..
Wilmington Institute Free Library . . . . .	..	1	..
Wisconsin Free Library Commission . . . . .	..	3	..
Wood, Henry . . . . .	2	..	..
Worcester County Law Library . . . . .	..	1	..
Yankton College . . . . .	..	1	..
Young Women's Missionary Society, First M. E. Church, Evanston, (Autographs) . . . . .	..	..	23
Y. M. C. A., Evanston, per William Boyd . . . . .	14	..	42
U. S. Government . . . . .	53	247	..
Total . . . . .	407	446	133









V. 28

LIBRARY

OF THE

UNIVERSITY OF

CHICAGO

1900







*J. H. Keazie*



TWENTY-EIGHTH

ANNUAL  
REPORT

EVANSTON FREE PUBLIC LIBRARY

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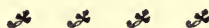
FOR YEAR ENDING  
MAY 31, 1901

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Evanston, Illinois.



# Board of Directors.



	Term expires.
WALTER LEE BROWN,	1903
J. SEYMOUR CURREY,	1902
RICHARD C. LAKE,	1903
WILLIAM S. LORD,	1901
CHARLES G. NEELY,	1901
F. W. NICHOLS,	1902
GEORGE W. PAULLIN,	1901
CHARLES A. ROGERS,	1902
JOHN W. THOMPSON,	1903



## OFFICERS.

J. W. THOMPSON, President, J. S. CURREY, Vice-President.  
W. S. LORD, Secretary, MARY B. LINDSAY, Assistant Secretary.

## STANDING COMMITTEES, 1900-1901.

BOOKS—J. S. CURREY, W. L. BROWN, R. C. LAKE.

MANAGEMENT—W. S. LORD, F. W. NICHOLS, C. G. NEELY.

FINANCE—G. W. PAULLIN, C. A. ROGERS, J. W. THOMPSON.

## LIBRARY STAFF.

MARY BOYDEN LINDSAY, Librarian.

ELIZABETH PORTER CLARKE,

Assistant Librarian for Reference and School Work

CORA MAY HILL, Supt. Circulating Department

GERTRUDE LEROY BROWN, Cataloguer

BERTHA STRONG BLISS, First assistant Circulating Department

ARTHUR HOWELL KNON, Assistant

EDDY S. BRANDT, Page and general assistant

WILLIAM E. LEE, Janitor.

## JOHN HUME KEDZIE.

When the Evanston Library Association, on June 21st, 1873, transferred the books and other property in its possession to the Evanston Free Public Library, the Board of Directors held its first meeting and elected Mr. Kedzie, the subject of this sketch, as the first President of the new Board. On that day the Public Library received into its care 932 volumes from the old Association, which had been in existence something over two years as a voluntary organization. Mr. Kedzie continued as President of the Library Board until April 26th, 1877. At the end of his term of office the library had increased to upwards of 2,500 volumes. During these years the library was located on the second floor of the building, No. 613 Davis Street, where in fact it remained for some sixteen years after its organization.

Mr. Kedzie became a resident of Evanston in April, 1861, having previously resided in Chicago since 1847, arriving in July of that year with seven dollars in his pocket. He was born September 8th, 1815, in Stamford, Delaware County, New York, and until his seventeenth year he attended district school in the winter and worked on his father's farm in the summer. When he was eighteen he taught in a district school, but being ambitious to acquire a liberal education he prepared himself for college at the Oneida Institute, and graduated from Oberlin College in 1841. In 1847, having studied law and been admitted to the bar of his native state, he removed to Chicago and established himself in the practice of law.

At the time of the California gold excitement, Mr. Kedzie, in common with many others, was seized with a desire to make a journey to the new El Dorado; and

accordingly began arranging his affairs with that end in view. But in spite of his efforts to close up matters, his business actually increased so that he could not leave it, and he contented himself with making advances to others, some four or five of whom he assisted in this way to make the trip. Not one of those who promised to share their gains in consideration of the advances he made them ever returned anything to him.

In 1850 Mr. Kedzie was married to Mary Elizabeth Austin, who passed away four years later, leaving an infant daughter named for her mother. This daughter died the following year. Mr. Kedzie was married the second time to another Mary Elizabeth, whose maiden name was Kent, on the 17th of June, 1857. Two of their five children are living, namely, Margaret Frances and John Hume, Jr. The eldest daughter, Kate Isabel, afterwards Mrs. George Watson Smith, died some twenty years ago; and two daughters, Laura Louise and Julia Hume, died in childhood.

In 1877 Mr. Kedzie was elected as a member of the Illinois General Assembly and served for one term. The session for that year was marked by the contest for the office of United States Senator, the two leading candidates being John A. Logan and John M. Palmer. Neither secured the election and the Assembly finally elected David Davis. Throughout this spirited contest, Mr. Kedzie gave his steadfast support to Gen. Logan until his cause became hopeless, when he joined in the movement which resulted in the choice of Judge Davis.

It has been Mr. Kedzie's experience to have streets in both Chicago and Evanston named in his honor, Kedzie Avenue in the former and Kedzie Street in the latter. The office building at Nos. 120 and 122 Randolph Street, Chicago, also bears his name. The name itself is suggestive of the Scotch origin of his ancestors, and there are many

historical episodes connected with the ancient families of both Hume and Kedzie from which he was derived. These events, romantic and tragic, may be found in Scottish chronicles covering the period of Cromwell's time and earlier.

When in the spring of 1861, Mr. Kedzie took up his residence in Evanston, he purchased and occupied the house previously built by Francis H. Benson, which was situated nearly on the site of his present residence. That house was afterwards destroyed by fire and another was built on the same spot. On New Year's Day, 1880, the second house was also destroyed by fire. The same year he built the fine house which he now occupies at the south-west corner of Ridge Avenue and Grove Street, this being the third residence occupied by him, each having in succession been situated on nearly the same site.

In the affairs of the community Mr. Kedzie has always taken an active and leading part. Public meetings of various kinds found in him an interested participant, and he was frequently called upon to act as chairman or to present the issues. He was for many years a member of the Board of Education, was one of the organizers of St. Mark's Episcopal Church in 1864, was an original member of the Philosophical Society formed in 1866, and has regularly assisted, by his influence and contributions, many of the movements and organizations which have originated here. He is a member of the First Congregational Church and has been a member of the Board of Trustees of that church for many years.

Every man of intellectual activity finds pleasure and profit in the cultivation of some field of knowledge in the line of his tastes, and Mr. Kedzie's inclinations have been in the direction of science. He has read widely among the philosophers and has become possessed of a vast store of information on natural philosophy, and has pondered



deeply on the problems that still await solution. He has in his turn evolved and presented in a book entitled "Solar Heat, Gravitation and Sun Spots" a theory bearing on these unsolved problems. This book was published in 1886, and the theory may be briefly summarized in the language of the reviewer in the Boston Courier. The theory is "that the sun acts in the universe much the part of the carbon points in an electric light to the space illuminated by the latter: that it receives from all directions, force in the form of gravitation (which is considered as a *propulsive* force from other suns), and that it gives off in all directions the same force correlated into light and heat. The spots on the sun he regards as shadows where the planets intercept the inflow of this force. This theory is novel, not without ingenuity and reasonableness, and its author presents it with a good deal of plausibility." It may be remarked that a copy of this book is in the Public Library and the card record shows that it has been frequently drawn by readers, thus giving evidence of its popularity and interest to scientific students.

"I am now in the 87th year of my age," said Mr. Kedzie, "and forty years of my life have been spent in Evanston. While the scene of my business and professional life has been in Chicago, I have watched the growth and development of our community with the greatest interest, having seen it grow from a small village to its present size and importance as a city of homes. Among the many institutions, religious and educational, that flourish here, the Public Library has always filled a large space in my thoughts and sympathies; and I know of no agency, outside of the churches and the school systems, that is doing more and better work for the community in which we live."

## Directors' Report.

EVANSTON, ILLS., JUNE 27TH, 1901.

*To the Hon. Mayor and City Council, of the City of  
Evanston :*

The Annual Report of the Free Public Library for the year ending May 31st, 1901, is herewith transmitted.

The details will be found in the accompanying reports of the Librarian, Assistant Librarians in charge of the various departments, and the Finance Committee; all of which are hereby made a part of the Directors' Report.

The high standard of efficiency heretofore attained in the administration of the Library has been fully maintained, and the demands upon its resources have been steadily increasing. Its patrons embrace every class from every portion of our widely scattered community. As a result of this high practical and educational standard the sphere of its influence has been constantly broadening, until it now fills an important place amongst the various educational agencies of our city. Unlike any and all other educational institutions there are no limitations as to age, qualification, etc., its privileges being alike free to all. The work in connection with the Public Schools is largely co-operative and in harmony with the regular school curriculum, but with other organizations and individuals it is direct and specific.

The Library, being a creation of the people, and its maintenance being by the people, the constant aim and effort is to extend its benefits and privileges to the largest possible number of people in the community in such a manner as to accomplish the greatest amount of good.

The almost imperative need of enlarged quarters, and better facilities for conducting the Children's and Refer-

ence Departments, is becoming quite a serious question of administration.

It will be necessary during the coming year to extend the stack room in order to shelve the book accessions. This can only be done by reducing the very limited and inadequate space now devoted to the general use of the patrons of the Library.

The untiring energy, assiduous devotion and unvarying enthusiasm of the Librarian and Assistants merit the highest commendation. To them is due the credit of the cumulative efficiency of the Library.

It was expected one year ago that ere this "an acceptable site" for a new Library building would have been secured, the conditions of Mr. C. F. Grey's munificent proposal to erect a Library building fully complied with, and the building well under way. As is well known, this has not been consummated, but considerable progress has been made—about one-third of the amount required to purchase a site having been pledged. Whilst this delay is to be regretted, it is believed that the balance of the funds required will be forthcoming, and that the Library will eventually be housed in a building adapted to its steadily increasing requirements. The accomplishment of this end, however, depends wholly upon the generosity of the citizens of Evanston, as no other source of raising the necessary funds is available.

JOHN W. THOMPSON,  
*President, Board of Directors.*

## Librarian's Report.

*Board of Directors of the Evanston Free Public Library:*

GENTLEMEN:—Herewith is submitted the twenty-eighth annual report of the condition and work of the Free Public Library for the fiscal year ending May 31, 1901.

Following the plan as inaugurated last year, the detailed reports of the several departments of the Library will be made by the heads of those departments.

While we have adhered, as in the past, to the policy of library extension, which aims to make the library, as far as possible, through the schools and the clubs, a center of education in the life of the community, yet this year we have reached a point where progressive work in these directions is seriously hampered by lack of room and facilities for work which are impossible in our present limited quarters. The single problem of shelving our regular monthly accessions of new books is becoming a serious one; and the need of separate children's and adult's reading rooms is growing more and more apparent.

### **The Library—Accessions, etc.**

Our book accessions by purchase, were 2,557 volumes this year as compared with 1,724 volumes last year. Many of these books were purchased from auction or second-hand sales, catalogues of which are continually studied by the librarian and book committee, and include many valuable works which in this way may often be picked up at a nominal cost. Of this number are included also the 265 volumes which were purchased for our duplicate renting collection of popular books, which collection was authorized by your Board September 27, and inaugurated in October.

A complete inventory of the Library is now in progress, and we hope to be able to report its results by the time this report is published.

The books of the library in general are in good condition. Those in the Young People's library are, many of them, in poor condition, being much soiled and worn. Many accessions will probably be needed in the coming year in this department to keep this collection up to the proper standard, not only in quality of reading, but in attractiveness of fresh, clean books.

Through the co-operation of the Evanston Historical Society, much valuable material relating to local history and the work of local writers has come into the library.

One of the strongest pleas we can make for the speedy solution of our building site problem, is the necessity for a fire-proof building for the safe housing of such material as this, which will be priceless to future generations, and utterly impossible to duplicate. Indeed the same might be urged in regard to many of the books in the library itself.

#### **Library Day.**

Our fourth annual Library Day was celebrated November 23, 1900, by a program of addresses and music given at the Evanston Township High School in the evening.

The customary reception at the Library was omitted, owing to the crowded condition of the Library rooms.

#### **Holiday and Sunday Opening.**

In accordance with your action of September 27, the plan of opening the Library on Holidays and Sundays from 2 until 6 P. M. was inaugurated by the Librarian on New Year's day. This increased privilege of the reading and reference rooms is greatly appreciated by our patrons, the attendance having ranged from 25 to 65 during the winter and early spring; the use is not as great now that the pleasant summer days have come.

We feel that this attendance should be even greater in the winter months. We hope by further advertising of the Sunday hours, to interest many more, especially those whose hours of employment prevent their use of the library during the week.

#### **Duplicate Collection of Popular Books.**

In October a renting collection of popular books was placed in the Library, in accordance with your action of September 27, appropriating \$200.00 for the inauguration of this plan. This collection of duplicates, which are in excess of the usual number placed in the main library, has proved very acceptable to our readers. For those who do not care to pay the 5 cents per week for a book there is the advantage of the lessening of the demand upon the free copies. As fast as the duplicates pay for themselves by their rental they are turned into the main library. Where such copies are in excess of the demand in the main library, we would suggest their being sold at a nominal price, or perhaps donated, to some smaller, less fortunate library.

A statement of the expenditures incurred in, and income derived from this collection, will be found among the tabulated statements appended to this report.

The edition of our Finding list of Fiction, Books for Young People, and Selected lists, which we published in June, 1897, is about exhausted. It would be well for us to undertake in the near future a new edition of this list to date.

#### **Attendance Upon Library Meetings.**

Your Librarian and Reference Librarian would gratefully acknowledge your generosity in making it possible for both to attend the meeting of the American Library Association in Montreal in June, 1900. This meeting was, as usual, full of inspiration and help, and after the delightful post-conference trip up the Saguenay river we



returned more than ever convinced of the value of this annual intermingling of workers from the same field, when the interchange of ideas and the comparison of methods gives a vastly broader outlook upon our work and tends materially to clear our vision toward the solving of our library problems at home.

The Library was also represented at the Illinois State Library Association at Lincoln, Feb. 20-22, by the Librarian and the Misses Clarke and Hill.

Again your generosity in making it thus possible for three of our number to attend this State meeting is appreciated, and we feel that this privilege granted the staff yields in return a continued increase in library spirit and efficiency among the working force, without which no modern library can do its best work.

**Staff.**

One addition has been made to the staff during the year. The appointment of E. S. Brandt as Page and general assistant was confirmed by your Board in February. Only words of commendation are due to the members of the Staff for their untiring zeal and faithfulness to their work. Whatever may be said of the advance or progress of our work could not have been said were it not for the genuine interest which you, as members of the Board, take in the work of the Library. We thank you for your co-operation and support.

Respectfully submitted,

MARY B. LINDSAY,

July 25, 1901.

Librarian.

## Reference Department, Reading Room. School and Children's Work.

Statistics for the year show a decrease in the use of the Reference Department over the year previous. From June, 1899 to June, 1900 the number of books used for reference was 23,391. From June, 1900 to June, 1901 the report shows 22,758—a loss of 633. This does not however, necessarily, mean a decrease in reference work.

The systematic preparation and use of exhaustive reading lists in connection with programs of the Study Clubs of the City take the place in many cases of more direct help from the Reference Librarian. The reference work is still done indirectly by the Librarian, but as the books are drawn through the Circulating Department, their use does not add to the reference statistics.

The falling off of another class of our former patrons is due to a very happy cause—the evening opening of the University Library.

The direct work of the Department has therefore increased in only one direction, but that a most important one. The children of the schools and more particularly of the High School visit the Reference Room in ever increasing numbers. During the year our reserve shelf has been kept almost constantly filled with special collections of books for different classes, more especially in History, and for prize essays. Books have also been reserved for classes in the University.

Special bulletins have been printed for the Bryant Circle and Pierian Club, and six holiday bulletins for the more important days in the school year printed and distributed to the teachers. Short typewritten lists have also been made on various topics of timely interest or at indi-

vidual request. A summary of the reference lists made during the year will be found at the end of this report.

A number of valuable purchases of the past year have served to strengthen the Reference Department. Among these may be mentioned the Warner Library, two Atlases (Cram's and the Century), Stedman's American Anthology, and the International Yearbook for 1900. We have also added a new volume each to the Annual Cyclopædia, the National Cyclopedia of American Biography, Appleton's Cyclopædia of American Biography and Larned's History for Ready Reference—bringing these up to date.

We have noticed a marked improvement in the good order of the Reading Room during the past winter. The influence of the Library League shows itself in the care of the books and the helpful spirit of some of our children. This is the more to be commended in view of the fact that the smaller children visit us in ever increasing numbers. This is probably due to two causes. First—that the books suitable for first and second grades have been taken out and placed on a low shelf, where they can be easily reached by the little ones themselves. Second—that the teachers of these grades have shown a lively interest in sending their children to the Library and in suggesting to them books which they can read. Just before Christmas a meeting was held in the Council Room of the teachers of the First and Second Grades. All the books for young children were on exhibition, including a number of recent purchases. A short talk was given by Miss Clarke on "Books for the little ones," followed by an "Experience meeting" of all present, which was very helpful to Librarians and Teachers alike. It is hoped to hold more of these Grade meetings in the future.

#### **School Circulation.**

Books have been circulated during the year through the following schools: Central, Lincoln and Washington

in South Evanston, Central St. in North Evanston, and the Larimer, Noyes, and Emerson Schools in Evanston proper—the school circulation for 1900-1901 being 26,018.

To the faithful co-operation of the teachers of Evanston in this work and in general reference work with the children is due, in a great measure, the success of the Department along these lines.

Fifty of our School Library books have been loaned to the Delano Mission where they have done good service.

I have prepared, during the year, a graded and annotated list of the 500 books in our School Libraries. I would recommend that this be printed as soon as practicable for the use of the teachers during the coming school year.

#### **Picture Collection.**

A simple dictionary card catalogue of our picture collection was made during the past summer and is kept up to date—a great convenience to both Librarians and Teachers. Several hundred mounted pictures have been added to the collection, and the value of this feature of our work, primarily intended for the schools alone, is shown by their increasing circulation among all classes.

Respectfully submitted,

ELIZABETH PORTER CLARKE

Assistant Librarian for Reference and School Work.

## Catalogue Department.

The total number of books classified, accessioned, shelf-listed, and catalogued from June, 1900 to June, 1901, was 2,846, a gain of 999 over the previous year. For these books 9,221 catalogue cards were prepared, of which 1,382 were printed cards from the Library Bureau, leaving 7,839 cards which were written. There were 2,846 shelf-list cards written and 4,450 book cards.

The excess of catalogue cards over last year in proportion to the number of books catalogued is due to the greater number of analyticals made. This work has been of great helpfulness and has made the contents of the library much more available to readers. Sets of books have been taken from the shelves and analyzed, and the increased use of the books thus analyzed is gratifying.

Special attention has been given to the children's catalogue with a view to meeting the needs of the teachers and children in their school work. The efficiency of the children's catalogue depends upon its simplicity and usefulness. Simple terms have been used for subject headings, the idea being kept in mind: "Under what word would a child look to find this book?" Careful work in this line, which when minutely done amounts to indexing, furnishes for the children information upon subjects which they are studying in school and in a form suitable for young readers.

Another source of helpfulness is the printed catalogue cards which are received from the Agricultural Department at Washington for our sets of the Agricultural year-book and the Farmer's bulletins. These sets are fully analyzed by author and subject, thus making available a good deal of valuable material in useful arts.

The printed catalogue cards which are received from

the Library Bureau are soon to be replaced by catalogue cards issued under the auspices of the Publishing Section of the A. L. A., the Publisher's Weekly and the Library of Congress. Under this new arrangement printed catalogue cards, prepared by competent cataloguers and therefore reliable, will be accessible and just as many cards as are needed may be purchased.

A new Remington number six typewriter has recently been purchased for the library. By means of the card attachment, which was made especially for this work, the catalogue department is greatly benefited. All the cataloguing can be done on the typewriter, and the rapidity of the work, the ease with which the card may be read, the economy of space, and the general satisfaction which is sure to come from the work in this department will amply repay the amount expended. The catalogue of a library is of vital importance, for upon it depends very largely the usefulness of the library to its readers. It is the means to an end, and the more carefully and intelligently the means is worked out the more successful will be the end accomplished.

During the last year three printed bulletins of new books have been made. Issuing the bulletins of new books at longer intervals seems to be quite as satisfactory as monthly bulletins. When the new books are ready for circulation they are placed on the open shelves and kept there for two or three months. This gives ample opportunity for examining late books and the call for monthly bulletins is not urgent.

The work in the catalogue department is done by one cataloguer, who is subject to call from the Circulating department; consequently large results in a given time cannot be accomplished, but there is the advantage of a more careful uniformity in the catalogue work.

Respectfully submitted,

GERTRUDE L. BROWN, Cataloguer.



## Circulating Department.

The statistics of circulation appear in the appended table accompanying this report.

The past year in this department shows an increase in the circulation of its books. The total number of volumes circulated in the homes was 88,533, a gain of 3,189 over last year. For reference 22,758 volumes have been consulted, and 26,018 books have been circulated in the schools, making a total circulation for the year of 137,309 volumes. The largest issue for one day was 831 on Saturday, Feb. 23; the smallest 189, on Friday, Sept. 28. The largest month's circulation was 15,399 (June); the smallest, 7,301 (September). The daily average circulation for the year was 445. This department has been open for the circulation of books 306 days.

As was decided by your Board at the November meeting the Reading Room was opened, beginning January 1, on the afternoons of Sundays and holidays from two until six. During the winter this privilege seemed to be greatly appreciated, the largest attendance being sixty-four on Sunday, February 24. Fourteen of those present were men, forty-four were boys, two were women, and four were girls. The attendance during the summer is not as large.

### **Duplicate Collection of Popular Books.**

There is an ever increasing demand for the new fiction. At last we seem to have solved most satisfactorily the problem which has so long confronted us,—that of supplying the demand for the late books.

Beginning the 17th of last October we adopted the plan approved by your Board of buying duplicates, mostly novels, and renting them at the rate of five cents a week. This plan has met with hearty approval from our readers.

It has to a large extent taken the place of the postal reserve system; those having formerly left the postal cards being only too glad to pay the five cents and to read the book at the time of its greatest popularity. The few who at first objected to this new arrangement on the plea that we are a Free Public Library, were very easily satisfied with the explanation that this is an entirely separate collection from the main library, and that this innovation leaves the free copies all the more available to the general public. We duplicate the books in the main library as heretofore. The five-cent copy is charged as an extra book on the card and may be renewed any number of times upon the payment of the fee. Since October we have rented 4,148 of these books. As soon as they have paid for themselves, we place them in the free collection until the demand ceases. Just how we will dispose of these extra copies, has not as yet been determined.

During the past year we have circulated a duplicate number of the Century.

#### **Registration, Fines, etc.**

The term of a borrower's card is limited to two years from the day it is issued. At the end of that time a new registration is required. The number of cards issued to borrowers during the year was 2,114, as compared with 2,001 of last year. 2298 cards have expired, making a total of 4,104 borrower's cards in use at the present time.

There is a growing demand on the part of students of Northwestern University for more privileges and it is hoped that we may issue two books, non-fiction, on their cards instead of one as formerly.

The number of fine notices sent out during the year was 1480. The amount received from fines was \$337.23 an average of \$28.00 per month, which is the same as last year.

#### **Binding and Repairs.**

During the year 1,196 volumes have been sent to the Bindery; of these, 1,043 were rebound and 153 were newly bound. There have been 1,767 books repaired in the library, this work requiring a large part of the time of one assistant.

#### **Gifts.**

During the year we have received as donations to the library 230 volumes, 687 pamphlets, and 198 odd numbers of periodicals; notable among which were 26 volumes and 168 pamphlets from Marshall Field, and 37 volumes from Wm. H. Rice. A list of the donors will be found appended to this report.

Respectfully submitted,  
CORR M. HILL,  
Supt. Circulating Department.

# Annual Financial Statement.

MAY 31, 1901.

*To the Board of Directors:*

The Finance Committee begs leave to submit the following report of the finances of the library for the fiscal year ending May 31, 1901:

## Receipts.

Balance in hands of City Treasurer May 31, 1900.....			\$ 4,497.91
Received from taxation 1900-01:			
County Treasurer, Dec. 1900....	\$4,272.44		
Town Collector, April 4, 1901....	5,638.88		
New Trier, April 8, 1901.....	89.57		
Niles, April 10, 1901.....	.83	\$10,001.72	\$14,499.63
<hr/>			
Petty Cash:			
Balance last report in hands Librarian....		\$39.40	
Fines.....	\$304.22		
Catalogues .....	3.00		
Transient memberships.....	9.50		
Books lost or damaged and paid for .....	12.14		
Bryant Circle (for printing bulletins).....	1.25		
Sale of Library League badges....	.34		
Rental for duplicate books .....	\$212.85		
Fines for duplicate books .....	41.36		
	<hr/>	254.21	
Sale gas globes.....	.75		
Sale printed catalogue cards .....			
N. W. University .....	4.20	589.61	629.01
		<hr/>	
			\$15,128.64
Total receipts carried forward.....			\$15,128.64

Total receipts brought forward..... \$15,128.64

## Disbursements.

Books purchased (\*2,557, of which 265, \$252.67,  
were for duplicate collection).....\$ 2,459.49  
Periodicals subscribed for (94)..... 231.85  
Binding ..... 174.85  
Furniture and fixtures..... 149.61  
Building site (assessment, postage, etc.,)..... 217.33

\$3,233.13

### Operating expenses:

Rebinding .....	\$ 476.19		
Salary Librarian and staff.....	3,371.96		
Janitor services.....	240.00		
Heating and lighting.....	590.09		
Printing, postage and stationery.....	243.03		
Supplies.....	180.35		
Incidental expenses.....	202.96		
Refitting, cleaning and repairs..	87.72	5,392.30	8,625.43

Balance on hand May 31, 1901.....\$6,503.21

### This balance consists of the following:

In hands of City Treasurer.....	\$6,430.82		
Petty cash in hands Librarian.....		72.39	

\$6,503.21

Respectfully submitted,

G. W. PAULLIN, C. A. ROGERS, J. W. THOMPSON,	}	Finance Committee.
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\*Average cost, 96c per v.

# Children's Library League.

ORGANIZED FEBRUARY, 1899.

OBJECT—The promotion of the proper appreciation of books, their care, use, etc.

## Pledge.

We, the undersigned, members of the Library League, agree to do all in our power to assist the Librarian in keeping the books in good condition.

We promise to remember that good books contain the living thoughts of good and great men and women, and are therefore entitled to respect.

We will not handle any Library book roughly, carelessly, or with dirty hands; will not mark it, turn down leaves, or injure it in any way.

We will do all in our power to interest other boys and girls in the right care of books, and will report all that we find in bad condition.

When in the Library we will step softly and move quietly, and try not to annoy other readers by any unnecessary noise or talking.

LEAGUE MOTTO—"Clean hearts, clean hands, clean books."

Number enrolled to June 1, 1901.....816

Distributed as follows:

NAME OF SCHOOL.	GRADES.								Not Graded.	Total.
	1	2	3	4	5	6	7	8		
Central.....			37	50	28	17				132
Central St.....			9	10	20	19	6			64
Dewey.....		7	11	12	23	16				69
Emerson.....				36						36
Haven.....	1	21	20	13	16	11	41	49		172
Hinman.....			12	18	9	18	10			67
Larimer.....		4	8	9	23	9	17			70
Lincoln.....			10	20	10	15	34	36		125
Noyes.....			20	22	16	14				72
Not in public school.....									9	9
Total.....	1	32	127	190	145	119	108	85	9	816



## Tabulated Statements.

### Accessions.

Number of books in the library May 31, 1900.....	24,488
Number of books purchased past year.....	2,557
Number of books donated past year.....	289
Total accessions past year.....	2,846
Number of books worn out and withdrawn.....	220
Number of books lost or damaged.....	14
Total number of books withdrawn.....	234
Total net accessions past year.....	2,612
Total number of books in the library May 31, 1901.....	27,100

### Accessions According to Classification.

	No. of Vols. Lib'y May 31, 1900.	Added during year.	Worn out and with- drawn.	No. Vols. in Lib'y May 31, 1901
General Works .....	2,796	139	..	2,935
Philosophy.....	324	40	..	364
Religion.....	587	76	..	663
Sociology.....	2,249	178	..	2,427
Philology.....	119	15	..	134
Natural Science.....	920	105	5	1,020
Useful Arts.....	839	121	..	990
Fine Arts.....	818	94	..	912
Literature.....	2,693	297	2	2,988
Travel.....	1,598	196	..	1,794
Biography.....	2,064	121	..	2,185
History.....	2,040	211	..	2,251
Fiction.....	4,316	802	103	5,015
Books for young people.....	3,095	451	124	3,422
Total.....	24,488	2,846	234	27,100

### Registration of Readers.

Number of readers' cards in force May 31, 1900.....	4,288
Number of readers' cards added past year.....	2,114
Number of readers' cards expired past year.....	2,298
Total number of readers' cards in force May 31, 1901.....	4,104

## Binding.

Number of books rebound .....	1,043
Number of books newly bound.....	153
	<hr/>
Total number of books bound and rebound.....	1,196

## Periodicals.

Number of periodicals subscribed for.....	94
Number of periodicals donated.....	24
	<hr/>
Total number of periodicals .....	118

## Duplicate Collection.

Total duplicate books bought.....	265 v.
Total cost of this collection.....	\$252.67
Circulation, 4,257 v. at 5c.....	\$212.85
Fines on same.....	41.36
	<hr/>
Total receipts of this collection.....	\$254.21

### Reference Lists—1900-1901.

Architecture.	Iceland.
Arthur, King & Round Table.	Innes, George.
Belgium.	Lapland.
Birds.	Memorial day
Bookbinding & illustration.	Music.
China.	Nicaragua canal.
Decoration & design.	Norway.
Denmark.	Novel, Development of the.
Drama.	Parks & landscape gardening.
Dress.	Pottery.
Field, Eugene.	Rome, Augustan age in.
Finland.	Sweden.
Furniture & interior decoration.	Thanksgiving day.
Goodyear, Charles and Rubber	Trusts.
industry.	U. S.—History—Slavery period.
Greece, Ancient.	List of books for a boy of 14.

CIRCULATION BY MONTHS, ACCORDING TO CLASSIFICATION, SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGES, 1900-01.

CLASSIFICATION.		June		July		Aug.		Sept.		October.		Nov.		Dec.		January.		Feb.		March.		April.		May.		Totals.		Percentage based on total use of library 1901.		
		Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.			
General Works. Philosophy. Religion. Sociology. Philology. Natural Science. Useful Arts. Fine Arts. Literature. History. Travel. Biography. Fiction. Juvenile.		57	55	41	57	85	83	85	81	72	73	73	73	73	73	73	73	73	73	73	73	73	73	73	73	73	73	61		
		63	60	54	63	61	69	69	69	93	82	69	82	69	82	69	82	69	82	69	82	69	82	69	82	69	82	69	63	
		50	62	41	52	60	60	60	96	104	93	104	93	104	93	104	93	104	93	104	93	104	93	104	93	104	93	104	47	
		109	64	65	96	129	153	148	152	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	108		
		4	2	1	5	4	5	5	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	51		
		106	85	87	85	88	103	106	84	110	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	96	
		94	76	80	79	93	93	93	97	125	99	117	99	117	99	117	99	117	99	117	99	117	99	117	99	117	99	117	78	
		107	81	88	88	88	164	164	164	159	135	169	135	169	135	169	135	169	135	169	135	169	135	169	135	169	135	169	119	
		361	189	202	230	342	405	398	410	453	416	453	416	453	416	453	416	453	416	453	416	453	416	453	416	453	416	453	416	31
		206	160	158	168	243	271	252	286	268	279	295	268	279	295	268	279	295	268	279	295	268	279	295	268	279	295	268	279	21
Total Home Circulation Reference School		175	128	143	162	215	201	254	267	223	267	223	267	223	267	223	267	223	267	223	267	223	267	223	267	223	267	223	16	
		165	127	116	142	214	257	256	257	256	252	256	252	256	252	256	252	256	252	256	252	256	252	256	252	256	252	256	17	
		3777	3621	3670	3631	3807	4060	4138	4280	4597	4283	4597	4283	4597	4283	4597	4283	4597	4283	4597	4283	4597	4283	4597	4283	4597	4283	4597	35.4	
		1586	1574	1678	1400	285	1331	303	1594	1678	330	1714	91	1820	1036	1658	366	2050	844	1431	3905	19323	366	2050	844	1431	3905	19323	14.2	
Total, 1901.		6863	6294	6424	6446	6772	7013	7708	7905	8440	7910	8440	7910	8440	7910	8440	7910	8440	7910	8440	7910	8440	7910	8440	7910	8440	7910	8440	64.4	
		1838	1194	888	855	2753	1783	2940	3520	2301	3682	2371	3682	2371	3682	2371	3682	2371	3682	2371	3682	2371	3682	2371	3682	2371	3682	2371	16.7	
																													18.9	
		8701	7488	7312	7301	11595	15112	14404	10496	14691	13209	14691	13209	14691	13209	14691	13209	14691	13209	14691	13209	14691	13209	14691	13209	14691	13209	14691	100	
Home Reference. School.		5106	6152	6970	6431	6700	7045	7013	7535	8362	7714	8362	7714	8362	7714	8362	7714	8362	7714	8362	7714	8362	7714	8362	7714	8362	7714	8362	85344	
		1295	1076	795	690	1734	3697	2242	2184	2536	2523	2536	2523	2536	2523	2536	2523	2536	2523	2536	2523	2536	2523	2536	2523	2536	2523	2536	23391	
		143				1893	2499	2041		6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	6860	1213	30889
Total, 1900.		6484	7228	7475	7121	10327	13541	11376	9719	17758	11450	17758	11450	17758	11450	17758	11450	17758	11450	17758	11450	17758	11450	17758	11450	17758	11450	17758	138624	
		2217	290	*153	180	1268	1571	3628	777	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*3067	1759	*2315

\*Loss.

NOTE:	Circulation.....		{ Home.....		Per cent.....		04.47 { Total per cent. Circulation.	
	Reference.....		{ School.....		Per cent.....		2.83 {	
	Reference.....		{ Library.....		Per cent.....		16.6 { Total per cent. Reference.	
	Total Circulation.....		{ School.....		Per cent.....		16.1 {	

Total Circulation.....137,309

# SUMMARY OF DISBURSEMENTS AND CIRCULATION. FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO DATE.

Yrs.	Books.	Periodicals.	Furniture and Fixtures.	Salaries.	Other Expenses.	Total.	Circulation.
1874	\$ 260.00	\$161.35	\$ 101.42	\$ 156.75	\$ 399.19	\$1,078.71	*9000
1875	1,042.08	89.86	219.10	253.00	402.87	2,006.91	16002
1876	1,333.07	86.70	69.20	348.25	393.17	2,230.39	13195
1877	477.75	.....	59.62	289.00	409.48	1,235.85	13315
1878	400.00	85.00	.....	276.00	644.90	1,405.90	14713
1879	311.60	87.50	12.00	276.00	443.15	1,130.25	16230
1880	250.00	100.00	.....	276.00	390.35	1,016.35	15242
1881	144.91	100.00	80.20	283.00	676.86	1,284.97	17088
1882	240.93	90.00	33.00	289.00	630.33	1,283.26	15357
1883	647.02	97.50	48.70	320.00	757.18	1,870.40	19741
1884	376.87	81.55	.....	336.00	911.67	1,706.09	18050
1885	598.89	156.48	61.10	336.00	779.04	1,931.51	19083
1886	832.35	93.52	.....	341.00	732.49	1,999.36	20992
1887	680.60	105.25	.....	436.50	891.79	2,114.14	19535
1888	768.80	102.60	75.00	413.00	1,041.21	2,400.61	20361
1889	910.45	104.68	300.00	411.52	1,001.43	2,828.08	15905
1890	833.54	97.50	175.00	493.95	1,434.98	3,034.09	24803
1891	945.14	100.48	20.00	552.00	1,302.79	2,920.41	28320
1892	1,071.16	124.93	.....	598.00	1,111.71	2,905.80	31260
1893	1,924.57	125.46	1,000.90	687.10	1,773.02	5,600.15	34294
1894	2,086.44	140.75	32.75	1,160.00	964.00	4,383.94	52862
1895	2,582.68	119.03	31.85	2,190.45	1,742.35	6,666.36	52435
1896	2,164.85	144.45	362.46	2,414.96	1,580.90	6,667.62	63165
1897	2,624.10	182.70	130.38	2,876.46	3,152.51	8,966.15	71120
1898	1,657.10	190.25	245.68	3,122.70	2,550.77	7,766.50	99910
1899	1,395.39	241.06	93.26	3,332.96	1,553.52	6,616.19	120798
1900	1,600.63	196.71	124.00	3,519.96	2,440.74	7,882.04	139624
1901	2,459.49	231.85	149.61	3,611.96	2,172.52	8,625.43	137309
	\$30,620.41	\$3,437.16	\$3,514.33	\$29,601.52	\$32,284.92	\$99,458.34	1119709

Estimated. No authentic record.

Volumes transferred from Library Association July 3, 1873.....	932
Number of volumes in library May 31, 1901.....	27,100
Average yearly growth.....	934
Average expense per volume.....	3.1 cents

# GIFTS.

	Vols.	Pamphlets.	Nos.
Acker, Finley.....	1	..	..
Alexander, Dr. A. S.....	..	1	..
American Humane Association.....	..	2	..
American Medical Temperance Association...	..	1	..
Archer, Ruby.....	1	..	..
Baker, Frank C.....	..	1	..
Balch, E. S .....	1	..	..
Balch, Thomas W.....	1	..	..
Ballenger, Dr. Wm. L.....	1	..	..
Beebe, Katherine.....	1	..	..
Belleville Public Library.....	..	1	..
Benz, August .....	1	..	..
Boston Public Library.....	..	6	..
Bradbury, Agnew & Co., publishers .....	1	..	..
British Columbia. Province of.....	1	..	..
Buffalo Public Library.....	1	1	..
Canadian Government.....	1	..	..
Carnegie Library of Atlanta, Ga.....	..	1	..
Carr, Henry J.....	..	1	..
Cedar Rapids Free Public Library.....	..	1	..
Chainey, Rev. George.....	1	..	..
Chicago & Northwestern R. R.....	1	4	..
Chicago, Burlington & Quincy R. R.....	10	..	..
Chicago Drainage Channel.....	..	1	..
Chicago Law Institute.....	..	1	..
Chicago Municipal Library.....	..	1	..
Chicago Public Library.....	..	13	..
Cincinnati Public Library.....	..	1	..
Clark, Prof. John Scott .....	..	1	..
Clarke, Elizabeth P.....	1	..	12
Coe, Prof. George A.....	1	1	..
Columbine Association (Boston).....	..	1	..
Cornell University .....	..	2	..
Craig, Alexander.....	1	..	..
Crew, Prof. Henry.....	1	..	..
Currey, J. S .....	1	..	..
Davis, Dr. N. S.....	..	1	..
Dayton Public Library.....	..	1	..
Des Rochers, Paul.....	3	..	..
Detroit Public Library.....	..	3	..
Dietz, C. E. ....	..	1	..
Dodge, Daniel K.....	..	1	..
Dyche, Mrs. F. B.....	1	..	..

	Vols.	Pamphlets.	Nos.
Eau Claire Public Library.....	1	1	..
Egypt Exploration Fund.....	1	..	..
Ehrmann, Max.....	1	..	..
Electrical Fireproofing.....	1	..	..
Ellingwood, Dr. Finley.....	1	..	..
Elliott, Frank M.....	1	..	..
Enoch Pratt Free Library.....	1	1	..
Evanston, City of.....	..	6	..
Evanston Hospital.....	..	1	..
Evanston Index Co.....	3	..	..
Evanston Press Co.....	1	..	..
Farmer, Jas. E.....	1	..	..
Field, Marshall.....	26	168	12
Fletcher Free Library, Burlington, Vt.....	..	1	..
Friend's Book Store.....	..	2	..
Fullerton, Alexander.....	1	..	..
Gilbert, Charles J.....	3	..	..
Gloversville Free Library.....	..	10	..
Goffe, William A.....	1	..	..
Gridley, N. C.....	2	2	..
Grimes, James Stanley.....	1	..	..
Hargreaves, Mrs. M. N.....	3	..	..
Harper, Wm. Hudson.....	1	..	..
Heath & Co., publishers.....	1	..	..
Hemenway, Dr. Henry B.....	..	1	..
Hessling, Bruno.....	1	..	..
Hildreth, Mrs. L. E.....	3	..	..
Howe, C. M.....	..	1	..
Illinois State Fish Commissioner.....	..	1	..
Indianapolis Public Library.....	1	2	..
Iowa Library Commission.....	..	1	..
Iowa Masonic Library, Cedar Rapids.....	..	5	..
John Crerar Library, Chicago.....	..	1	..
Joliet Public Library.....	..	1	..
Kingsley, Prof. H. H.....	..	1	..
Kingsley, Mrs. Nellie F.....	1	..	..
Kittridge, Mrs. G. A.....	2	6	..
Lake Forest Free Library.....	..	1	..
Lake Mohonk Arbitration Conference.....	..	1	..
Lane, John.....	..	2	..
Lee, Rev. Frank T.....	1	..	..
Lewis Institute, Chicago.....	..	1	..
Library of Congress.....	..	4	..
Lindsay, Mary B.....	1	..	..



	Vols.	Pamphlets.	Nos.
Lindsay Public Library, Lindsay, Ont.....	2	..	..
Lord, Wm. S.....	3	..	..
Los Angeles Public Library.....	1	3	..
McCormick Theological Seminary, Chicago..	1	1	..
Madison Free Library.....	2	2	..
Magill, Wm. C.....	2	..	..
Manchester City Library.....	7	..	..
Massachusetts Free Library Commission.....	1	..	..
Massachusetts Institute of Technology.....	1	3	..
Mercantile Library of New York.....	1	1	..
Michigan City Public Library.....	..	..	1
Michigan State Board of Health.....	31	16	19
Monon Route (Chicago).....	10	..	..
Morrison-Reeves Library.....	..	..	10
Morse, Charles.....	12	..	..
National Educational Association.....	1	..	..
Newberry Library, Chicago.....	1	..	..
New York Botanical Garden.....	3	..	..
New York State Library.....	1	..	..
Northwestern University (Academy).....	3	..	..
Northwestern University.....	1	1	..
Ohio Wesleyan University.....	1	..	..
Omaha Public Library.....	7	..	..
Osgood, Stacy W.....	1	..	..
Osterhout Free Library, Wilkesbarre, Pa.....	..	..	1
Pan-American Exposition.....	3	..	..
Parlin Library, Canton, Ill.....	1	..	..
Passadena Public Library.....	5	..	..
Peoria Public Library.....	5	..	..
Philadelphia City Library.....	1	..	..
Prendergast Free Library, Jamestown, N. Y. ..	1	..	..
Providence Athenæum.....	1	..	..
Providence Libraries.....	1	..	..
Quinlan, Kate C.....	1	..	76
Quincy Public Library.....	1	..	..
Raddin, Charles.....	1	..	..
Reynolds Library, Rochester, N. Y.....	1	..	..
Rice, Wm. H.....	37	1	..
Rogers, Dr. Henry Wade.....	1	6	..
Rogers, Mrs. Henry Wade, and Mrs. F. B. Dyche.....	1	..	..
Salem Public Library.....	2	..	..
San Francisco Public Library.....	1	..	..
Santa Fe Route.....	8	..	..

	Vols.	Pamphlets.	Nos.
Scoville Institute, Oak Park, Ill.....	..	2	..
Scranton. E. C., Memorial Library.....	..	1	..
Scranton Public Library.....	..	1	..
Seward, George F.....	..	1	..
Sherman, E. B.....	..	1	..
Sifton, Clifford.....	1	..	..
Smithsonian Institution.....	3	1	..
Sound Currency.....	..	1	..
Springfield Library.....	..	1	..
St. Giles Public Library.....	..	1	..
St. Joseph Free Library.....	..	2	..
St. Louis Mercantile Library.....	..	1	..
Stechert, G. E.....	..	1	..
Stone, George F.....	1	..	..
Syracuse Public Library.....	..	1	..
Swan, Chas. H., Jr.....	1	..	..
Trowbridge, Mrs. Lydia Jones.....	1	..	..
United States Government.....	40	234	..
University of Chicago.....	1	..	..
University of Illinois.....	..	4	..
University of Pennsylvania.....	1	1	..
University of State of New York.....	1	10	..
Warder Public Library, Springfield, O..	..	1	..
Warren County Library, Monmouth, Ill .....	..	4	..
Way, W. Irving... ..	..	1	..
Webb, Mrs. F. A.....	..	..	26
Wheeler, W. H. & Co., publishers .....	1	..	..
White, W. J.....	..	2	..
Wilmington Institute.....	..	2	..
Wilson, Alonzo E.....	1	..	..
Winnetka Free Public Library.....	..	1	..
Wisconsin Free Library Commission.....	..	3	..
Woman's National Relief Association.....	..	1	..
Yale University.....	..	1	..
Young, Prof. A. V. E.....	1	1	..
Young Ladies' Missionary Soc. First M. E. Church.....	..	23	..
Y. M. C. A. State Executive Comm.....	1	..	..
Y. M. C. A. International Comm.....	..	2	..
Total .....	230	687	198





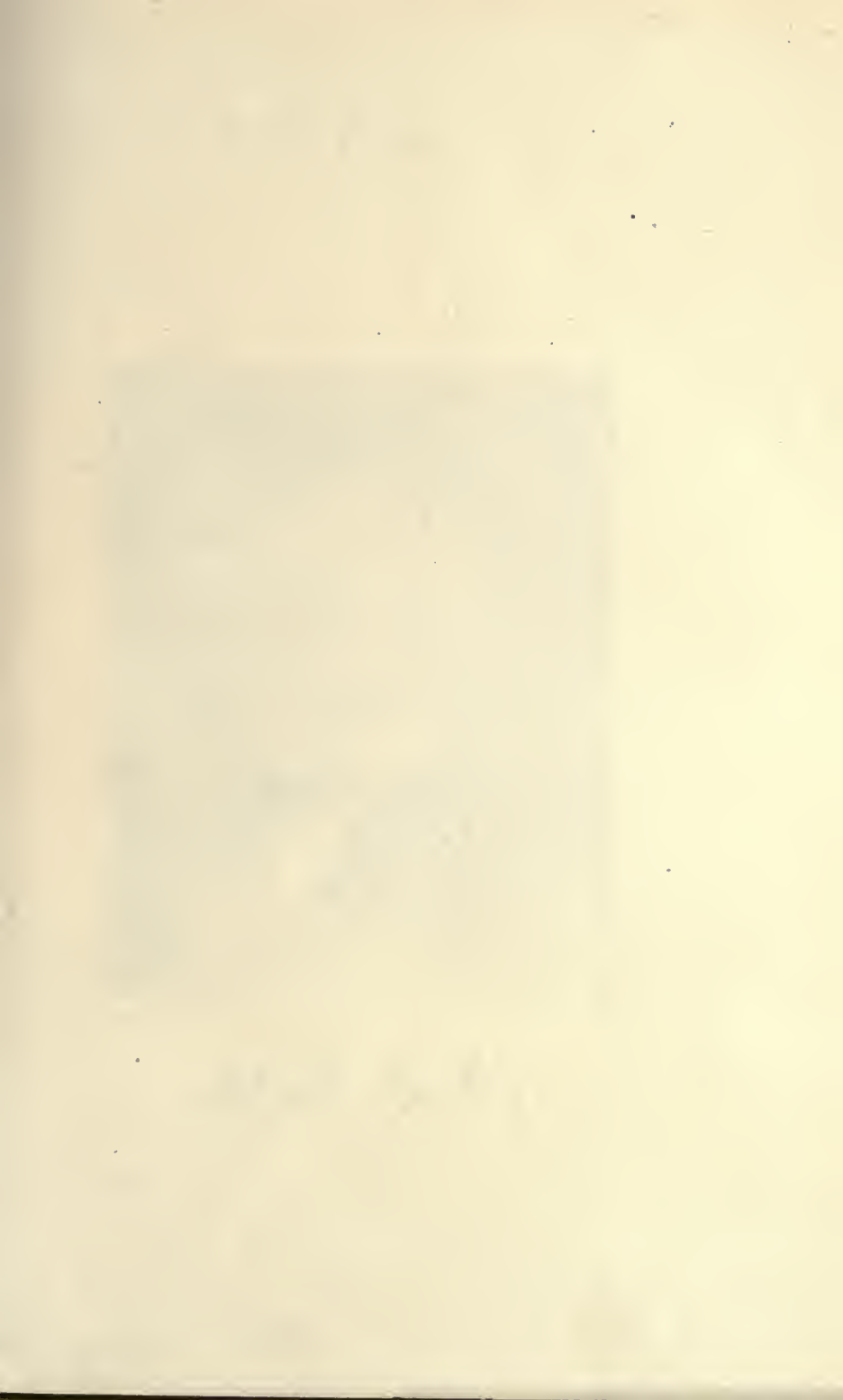
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Evanston  
Free  
Public  
Library

1901-1902









*N. C. Girdley*

TWENTY-NINTH

ANNUAL REPORT

EVANSTON

FREE PUBLIC LIBRARY

FOR YEAR ENDING

MAY 31, 1902

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EVANSTON, ILLINOIS



## BOARD OF DIRECTORS.

	Term expires.
WALTER LEE BROWN (resigned),	1903
J. SEYMOUR CURREY,	1903
RICHARD C. LAKE,	1903
WILLIAM S. LORD,	1904
CHARLES G. NEELY,	1904
F. W. NICHOLS,	1902
GEORGE W. PAULLIN,	1904
CHARLES A. ROGERS,	1902
JOHN W. THOMPSON,	1903

### OFFICERS.

J. W. THOMPSON, President,                      J. S. CURREY, Vice President.  
W. S. LORD, Secretary,    MARY B. LINDSAY, Assistant Secretary.

### STANDING COMMITTEES, 1901-1902.

BOOKS—J. S. CURREY, W. L. BROWN, R. C. LAKE.

MANAGEMENT—W. S. LORD, F. W. NICHOLS, C. G. NEELY.

FINANCE—G. W. PAULLIN, C. A. ROGERS, J. W. THOMPSON.

### LIBRARY STAFF.

MARY BOYDEN LINDSAY, Librarian.

ELIZABETH PORTER CLARKE,

Assistant Librarian for Reference and School Work

CORA MAY HILL,                      Supt. Circulating Department

GERTRUDE LEROY BROWN,                      Cataloguer

BERTHA STRONG BLISS,                      First assistant Circulating Department

ARTHUR HOWELL KNOX.                      Assistant

EDDY S BRANDT,                      Page and general assistant

WILLIAM E. LEE, Janitor.

## NELSON COWLES GRIDLEY

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Was born in New York city on the 23d day of October, 1829. Received an academic education and was prepared to enter college at the age of eighteen, but owing to the financial reverses of his guardian, was compelled to forego a college graduation and commence the battle of life. At the age of nineteen he commenced the study of law, and as clerk, in the office of "Kent and Davies," 66 Wall St., New York, and in November, 1851, was admitted to practice in the Supreme Court of New York. In 1856 Mr. Gridley removed to Milwaukee, Wis., where he continued in the practice of his profession until the fall of 1870, when he removed to Chicago, Ill., where he has practiced his profession until the present time.

Mr. Gridley can trace his ancestors from the entry of "William the Conqueror" into England, and from one of the Barons who witnessed the confirmation of the Magna Charta in 1225 at Westminster. Thomas Gridley, the emigrant ancestor, arrived at Boston in 1630, and removed to Hartford, Conn., in 1632, and in 1637 was a soldier in the Pequot war. Obed Gridley, the grandfather of Mr. Gridley, was an Ensign in the American revolution. Mr. Gridley is a member of the Society of the "Sons of the American Revolution," and also of the "Society of the Colonial Wars."

Mr. Gridley was married at Milwaukee, Wis., June 4, 1862, to Helen Frances Medbery, and they have a son, Martin Medbery Gridley, who is a lawyer in Chicago.

In consequence of the Chicago fire of October 9, 1871, Mr. Gridley removed in February, 1872, with his family to Evanston, where he now resides.

On May 28, 1875, Mr. Gridley was elected one of the directors of the Evanston Free Public Library, and served continually as a director until June, 1895. He filled the office of



Secretary of the Board of Directors from May, 1875, to February 28, 1878. On May 5, 1882, Mr. Gridley was elected the third President of the Board of Directors, and continued as president for thirteen years, and until June, 1895, when he resigned. During the thirteen years Mr. Gridley served as president, he did in part the work of a librarian, in that he selected and purchased with the approval of the Board of Directors, and classified about 10,000 books.

On the 10th day of July, 1895, the Board of Directors of the Evanston Free Public Library, upon accepting the resignation of Mr. Gridley, adopted the following resolutions:—

“Whereas, Mr. N. C. Gridley, after twenty years of service, has resigned his position on the Board of Directors of the Free Public Library of Evanston:

Resolved, that as the associates of Mr. Gridley, it is fitting we place on record our appreciation of the rare fidelity with which he has discharged the duties of his office. In all the positions which Mr. Gridley has occupied—as a member of different committees, as secretary, and for the last thirteen years, as president—he has devoted to them an amount of time and intelligent thought which could only have been given by one who took both pride and pleasure in his work. The excellent condition of the Library at the present time is largely due to his painstaking labors. Such service gratuitously and cheerfully rendered for so long a time, entitles Mr. Gridley to a high place among public benefactors of Evanston.

Resolved, that the freedom of the Library, whenever the same is open, is hereby extended to Mr. Gridley.

Resolved, that these resolutions be entered on the records of the Board, that the Secretary furnish Mr. Gridley with an engrossed copy thereof, and that the same be published in the local papers.”

Mr. Gridley left a distinct impress upon the character and growth of the Library during his twenty years connection with it as a director and officer, a majority of the time as president. This Library is generally acknowledged to be one of the best of its size in the country, and it owes a large share of its well-

balanced proportions to the cultivated taste and sound judgment exercised by Mr. Gridley in selecting the volumes. It is a much more difficult task than it appears at first sight to make a judicious selection from the flood of books constantly issuing from the publishers, and especially during a time when the financial resources of the Library were limited and had to be carefully husbanded. This work and the general care and oversight exercised by Mr. Gridley during those years of growth was done as a labor of love, and so well were the financial affairs of the Library administered that a large surplus was accumulated and left at the disposal of the Board at the time of his retirement.

Mr. Gridley believes, to use his own expressive words, that the "public library is the handmaid of the public schools;" and in this view he is in line with the progressive thought of the time. He continues his interest in the Library and has contributed many valuable books to its shelves.

The people of Evanston owe Mr. Gridley a debt of gratitude for his painstaking and successful work. During his administration the Library acquired a prestige and reputation which is a source of pride to our people, and which gave it a high position among similar institutions throughout the country.

## DIRECTOR'S REPORT.

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Evanston, Ills., June 26, 1902.

To the Honorable Mayor and City Council of the City of Evanston:

The twenty-ninth annual report of the Free Public Library for the year ending May 31, 1902, is herewith submitted.

The details will be found in the reports of the Librarian, Assistant Librarians in charge of various departments, the Finance Committee, and various tabulated statements, each and all of which are hereby made a part of the Director's report.

The past year has been characterized by steady and vigorous growth in all of its various spheres of work. Each department has been taxed almost to its full capacity to meet the demands made upon it. Some of the less frequently required volumes have had to be put aside in order to make room for additional books required for constant use. Notwithstanding this crowded condition, the administrative corps, by exercising constant and careful vigilance, has been able to seemingly satisfy the increasing patronage.

Particular attention is called to the constantly enlarging field in connection with the public schools. The increased number of volumes used is evidence of the efficiency of the Library as a "Handmaid of the public schools;" and when it is understood that the Library affords the only means to a large number of pupils for obtaining access to necessary works of reference required in connection with their school work, the importance of this department of the Library's work will be better understood and appreciated. Some of the work accomplished during the year in this department (the publication of a graded and annotated list of 500 books) has not only received the most hearty commendation of teachers and parents

in Evanston, but has also received extended favorable notices in various publications throughout the country, and has been called for by librarians, parents and children, from the states on the Atlantic coast to those bordering the shores of the Pacific.

The education of the children in our public schools, so as to enable them to rightly use works of reference, is an achievement of great educational importance; and the readiness with which some of our school children now consult various works of reference in connection with their regular school work is one of the most hopeful signs of a vigorous intellectual life amongst the children in this community.

The efficiency of the Library is dependent upon the capability of the administrative corps—the Librarian and assistants. It has been the policy of the Board of Directors to encourage the Librarian and her assistants to keep in close touch with the progressive spirit of American library administration. To that end our Library is always represented in the American, Inter-State, State and local Library Associations; and frequently the presentation of important subjects in library administration has been assigned to members of our administrative corps.

With over thirty thousand volumes upon its shelves and that number steadily increasing, a constantly extending field of operation, and an ever increasing demand upon its resources, the Library has now reached a point in its development where its greatest need is a building commensurate with its requirements.

The most important question of the hour in relation to the Free Public Library of Evanston is: Shall it be established in a new, up-to-date, fireproof library building, or will it be allowed to remain in quarters illy adapted, and wholly inadequate to its wants, constantly exposed to the perils of fire?

As is well known the money for the erection of such a building has been awaiting the provision of an acceptable site for more than two years. Can it be possible that Evanston will fail to avail itself of Mr. Grey's munificent offer? The entire library world stands amazed at the fact that this proposal has

been so long unaccepted. Possessing, as we do, a library that is second to none according to its size; that has a record that is regarded by librarians and library workers everywhere as almost a model of efficiency amongst the smaller libraries; that has an outlook for steadily increasing efficiency that could scarcely be more encouraging; and that has an organization which makes it one of the most important educational agencies in the community; shall there be a failure to secure for its occupancy a building that will fully meet its requirements for years to come, and which will be in accord with the world-wide reputation of Evanston as a great educational center, and a city of the most refined and cultured citizenship? The proposition may not stand open much longer.

Respectfully submitted,

JOHN W. THOMPSON,

President Board of Directors.

## LIBRARIAN'S REPORT.

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Board of Directors, Evanston Free Public Library:

Gentlemen:—We present herewith the twenty-ninth annual report of the condition and the work of the Free Public Library, for the fiscal year ending May 31, 1902.

The greatest need for the furtherance of the growth of the Library, is still, as stated in our last report, more room. Additional book stacks were placed during the past year, thus necessarily cutting off part of the Reading Room.

More shelf room is needed in all departments of the Library, and we have been obliged recently to begin storing such sets of books as are not in constant demand.

Aside from the actual need for shelf room, is the urgent need for the safer housing in a fire-proof building of the contents of the Library, which is growing more valuable each year.

In spite of our limitations, however, the use of the Library is constantly growing as will be seen by the reports of the Reference and Loan Departments which follow this report.

### PRINTED LISTS, BULLETINS, ETC.

The Library has published two bulletins of accessions during the year just ended.

The Reference Department has continued to publish as heretofore, reading lists upon subjects discussed in the clubs and upon holidays as observed in the schools.

The most important of the book lists of the year was a "Graded and annotated list of the 500 books in the School Libraries of the Evanston Free Public Library" compiled by Miss Elizabeth P. Clarke, assistant in charge of Reference and School Work.

This list was highly commended in the Library Journal, Public Libraries and in Saint Nicholas, and the requests which



came for it from librarians, parents and children from Maine to California, show an encouraging interest in the careful selection of books for young people.

The Annual Report for 1900-01 was published in October and contained besides the Directors' and Librarian's reports of the various departments of the Library, a sketch and portrait of Mr. J. H. Kedzie, first president of the Free Public Library of Evanston.

### ACCESSIONS AND WITHDRAWALS.

The total number of books added to the Library was 2,809, as compared with 2,557 added the previous year.

Of these, 229 were gifts, many of which are from our own citizens, to whom the Library extends its grateful acknowledgment.

In the number of accessions were also included 254 volumes purchased for the duplicate renting collection, report of which is appended.

Of the inventory of the Library which was completed after our last report we have to report 120 volumes missing, in the following classes:

Fiction, 22; Children's Department, 61; School Libraries, 15; Miscellaneous, 22.

We feel confident that some of these books will come to light, many of those reported missing at last inventory, having since been found.

The number of books worn out and withdrawn is greater than usual; the Children's Department especially, having needed replenishing owing to the constantly increasing use of the books.

Some of the notable accessions of the year were: Lippincott's Dictionary of Biography and Mythology revised to 1901; Pastor's History of the Popes, 10 vols.; American Statesmen series, new edition, with topical index, 32 vols.; Larned's Literature of American History; Poole's Index to Periodical Literature, abridgment, 1815-1899; Harper's Encyclopedia of United

States History, 10 vols.; Warner's Library of the World's Best Literature, 30 vols.

Care is taken, in the selection of books, to keep all departments of the Library well balanced.

### LIBRARY EXTENSION

The work of extending the usefulness of the Library by means of circulation through the public schools, has been carried on as heretofore, as will be seen from the report of the Reference Librarian.

"Library Day" which since 1897 has been a popular annual feature and a very effective means of keeping the public acquainted with the Library and its work, has had to be temporarily abandoned the past year, owing to the crowded condition of the Library rooms.

### CATALOGUING DEPARTMENT.

Owing to the greatly increased duties of the Cataloguer, in view of her extended absence to attend the summer school at Madison, she was excused from making a formal report of her department. Miss Brown reports that "The character of the work in this department has little to offer in the way of variety or change.

"Some 3,000 books have been classified, catalogued and shelf-listed; printed cards for about one-third of this number have been received. The constant aim of the department has been and is to bring the catalogue up to a high grade of excellence. It has not yet reached our hopes by far, but we have done our best under the circumstances."

While the work is greatly facilitated by the means of the printed catalogue cards and by the use of the typewriter, yet the work of this department is growing very rapidly, owing to our increasing accessions, and owing to a more careful system of analytical cataloguing, thus making our dictionary card catalogue of far greater value as an index to the contents of our Library.

### LIBRARY MEETINGS.

Your Librarian, with three members of the Staff attended

the meeting of the American Library Association at Waukesha, Wis., July 3 to 10, 1901.

Reports of this meeting were given as you know at your July meeting of last year; the Librarian giving a general report of the conference, Miss Clarke reporting upon the Children's work, Miss Brown upon the Catalogue Section, and Miss Hill upon the social and inspirational side of the conference.

Miss Gertrude Brown, our Cataloguer, was our delegate to the Illinois State Library Association which met at Quincy, April 30 to May 2.

Your generosity in making it possible for the Librarian and Staff to attend these meetings is much appreciated.

As heretofore, much inspiration was gained by hearing discussions upon library topics and the meeting with other librarians, and the fact has been realized perhaps better than ever before, that the Library is most fully repaid for keeping its working force in touch with State and National Library meetings.

#### HOURS OF OPENING.

Our hours of opening remain the same as last year: Daily 9 A. M. to 9 P. M.

A change of opening hours to 8:30 A. M. would be greatly appreciated by teachers and business people.

Of our Sunday and Holiday opening of the Reading Room, we reported last year the result of our first half year's experience. During the fall and winter months the attendance continued to be large, averaging about fifty, a large proportion of whom are men who have little leisure during the week for reading or study.

The attendance during July and August, however, is so small that it hardly justifies keeping the Library open; we would therefore suggest closing on Sundays during those months.

#### STAFF.

The personel of the Staff remains the same, and to them much credit is due for faithful discharge of duty, showing at all times a cheerful willingness to co-operate with all plans for the welfare of the Library.

To each member of the Board, we desire to express our grateful appreciation of kindly interest in our work and cordial support in discharging the duties of our trust.

Respectfully submitted,

MARY B. LINDSAY, Librarian.

June 1, 1902.

## REFERENCE DEPARTMENT, READING ROOM, SCHOOL AND CHILDREN'S WORK.

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The number of books used in the Reference Department during the past season has been about the same as in previous years; 22,184 volumes being the estimate for the year. This is based on a count of three books to each person actually known to have done work in the Reference Room. It may be considered a low estimate rather than a high one, as few persons consult less than three books, and the majority use many more.

It must be remembered also that these figures do not include those who use the Reading Room, or the constantly increasing number who go directly to the shelves.

The reference use of books in the schools has greatly increased during the past year as will be seen in the tabulated statement at the end of the report.

A large amount of work has also been done at the Library among the Grade and High School pupils. One cannot but regard the good reference work done by our school children as one of the most hopeful signs for the future intellectual life of the community.

Books have been reserved as usual, for the eighth grade and classes in the High School and University.

Miss Child's High School classes in United States History have also done special work at the Library in preparing bibliographies—an exercise to be commended to other teachers as an excellent training in good habits of literary research.

Special bulletins have been printed for the Bryant Circle and Pierian Club, and the usual holiday bulletins supplied to the schools. A Reading List was also made (Supplementary to the Department List already printed) for the Music Department of the Woman's Club. A number of short reading lists

on various subjects have also been made, a full list of which will be found at the end of the report.

Probably the most important work of the Department has been the completion of the "Graded and Annotated List of the 500 books in the School Libraries." This was printed during the winter, and, though intended primarily for the teachers, has proved of service to many others.

The List was favorably reviewed in *The Library Journal* and *Saint Nicholas*, and in consequence many calls for it have come from librarians and children in all parts of the country. A nominal charge of ten cents was made which will partly offset the cost of printing.

Among the magazines added this year to the Periodical Department may be mentioned "Country Life," "Overland Monthly," "Out West," "Amateur Work" and "National Builder."

#### SCHOOL CIRCULATION.

Books have been circulated from September to May through the following schools: Central, Lincoln, Washington, Larimer, Noyes, and Emerson; the school circulation for 1901-'02 being 59,222.

This includes the reference use of books at the schools, which this winter has been greatly in excess of the circulation.

A special feature of this work with the schools is that among the younger children. To them the Library from its distance is often inaccessible.

Their interest in reading and taste for good books is aroused by the Library coming to them, and later on they are almost certain to visit the Library in return.

The four special School Libraries were consolidated last fall into one collection of five hundred books.

These books have been arranged in their special stacks by grades in harmony with the Graded List. Both teachers and school librarian find this a great convenience in selection for the children of the different grades.

The teachers are, however, also at liberty to draw on any part of the main Library for their rooms.



### PICTURE COLLECTION.

Many additions have been made to our pictures this year— notably the fine nature studies printed from the illustrations of "Country Life."

As these pictures are intended primarily for the kindergarten and grade teachers, we select more especially on the subjects along their lines of work.

A great variety of subjects are, however, represented among our collection of over 1,500 mounted pictures, and we are glad to lend them to any one holding a Library card to whom they may be of use.

Respectfully submitted,

ELIZABETH PORTER CLARKE,

Assistant Librarian for Reference and School Work.

## REFERENCE LISTS 1901-1902.

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Armenians.  
Art-Impressionism.  
Barton, Clara H., and Red Cross.  
Caine, Thomas Hall.  
Co-operation: profit sharing.  
Crawford, F. Marion.  
Dingan's Day.  
Dodgson, C. L.  
Education, Practical.  
Franklin, Benjamin.  
Industrial arts.  
Italy.  
Joan of Arc.  
Lincoln.  
Louisiana and its purchase.  
Marshall, John.  
Mendelssohn.  
Moors.  
Riley, James Whitcomb.  
Ruskin.  
Scandinavia.  
Verse (scansion).  
Washington, George.  
Wilkins, Mary E.

## CHILDREN'S LIBRARY LEAGUE.

ORGANIZED FEBRUARY, 1899.

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Object—The promotion of the proper appreciation of books, their care, use, etc.

### PLEDGE.

We, the undersigned, members of the Library League, agree to do all in our power to assist the Librarian in keeping the books in good condition.

We promise to remember that good books contain the living thoughts of good and great men and women, and are therefore entitled to respect.

We will not handle any Library book roughly, carelessly, or with dirty hands; will not mark it, turn down leaves, or injure it in any way.

We will do all in our power to interest other boys and girls in the right care of books, and will report all that we find in bad condition.

When in the Library we will step softly and move quietly, and try not to annoy other readers by any unnecessary noise or talking.

League Motto—"Clean hearts, clean hands, clean books."

## LOAN DEPARTMENT.

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The detailed statistics of circulation in tabular form will be found appended to this report and a marked increase in the circulation of books is shown.

This department was open to the public 304 days from 9 A. M. until 9 P. M. The Reading Room was opened Sundays and legal holidays from 2 P. M. until 6 P. M., with the exception of July 4th, Christmas and Sundays during August.

The circulation of books for home use was 89,729, an increase of about 1,200 over last year. It is estimated that 22,184 volumes have been consulted in the Library for Reference, and 59,222 books have circulated in the schools, making the total books in use for the year, 171,135, an increase of 33,826 over last year.

Only three months during the year is there shown a loss under that of last year. The loss during those months may be accounted for by the prevalence in the city of scarlet fever and diphtheria, when not only those afflicted but their families were debarred from library privileges for the time necessary to prevent contagion.

It would seem natural that the wonderful growth of the Booklover's and Tabard Inn Libraries should affect our circulation, but while many of our readers are patrons of these very popular libraries, yet the Public Library still holds its own, and even in the single class of fiction our circulation shows a gain of more than 2,000 volumes over last year.

The largest number of books issued in one day was 765 on Saturday, Nov. 30; the smallest, 117 on Wednesday, Sept. 11.

The largest issue for one month was 15,108 (March); the smallest 7,366 (September). The daily average circulation was 560, an increase over last year.

The demand for new and popular fiction is as great as ever

and our duplicate renting collection has proved to be a decided success, and has received the hearty approval and support of our Library patrons. As soon as each book has paid for itself it has been either transferred to our main Library or sold at a nominal cost to some smaller library.

We have circulated during the past year, current numbers of *The Century*, *Harper's*, *Scribner's*, and *Review of Reviews*. These magazines are in constant demand and in time it is hoped we may place a still larger number upon the circulating list.

#### REGISTRATION, FINES, ETC.

The total number of borrower's cards in force is 4,343; of this number 2,252 were issued during the year, 2,013 cards having expired during that time. The actual number of cards in use is somewhat larger than the number as given above, some of the cards which have expired, being still in use and not renewed. The number of fine notices sent out to delinquents was 1,266. We have received from fines \$324.75, an average of \$27.00 per month.

#### BINDING.

We have sent 1,128 volumes to the bindery, 910 of which have been rebound and 218 newly bound. The total cost of binding and rebinding was \$518.42. There have been 1,844 books repaired in the Library.

#### GIFTS.

We have received as gifts from individuals and other libraries, 437 volumes, 690 pamphlets and 387 odd numbers of periodicals, etc. A list of the donors is appended.

Respectfully submitted,

CORA M. HILL,

Supt. Loan Department.

# ANNUAL FINANCIAL STATEMENT.

May 31, 1902.

*To the Board of Directors:*

The Finance Committee begs leave to submit the following report of the finances of the library for the fiscal year ending May 31, 1902:

## RECEIPTS.

Balance in the hands of City Treasurer May 31, 1901.....	\$	6,430.82	
Received from taxation 1901 02:			
County Collector, Dec. 1901 .....	\$4	204.40	
Town Collector, March 29, 1902 ....	5,083.24		
Town Collector, April 4, 1902 .....	99	83	
Town Collector, April 12, 1902 .....	82	\$9,388 29	\$15,819 11
Petty Cash:			
Balance in hands librarian, May 31, 1901.....	\$72.39		
Fines.....	\$	272.39	
Duplicate cards.....	8.05		
Catalogues sold (graded list).....	10	10	
Transient memberships .....	7	25	
Books lost, or damaged and paid for	12.89		
Sale of Library League badges .....	.06		
Rental of duplicate books.....	271.85		
Fines from duplicate books .....	52	36	
Sale of duplicate books .....	14	51	
Sale of request postals. ....	2	34	
Express refund from Plattsmouth.	85		
Revenue stamps redeemed.....	.32	652.97	725 36
			\$16 544.47

## DISBURSEMENTS

Books purchased (of which \$246.19 was for duplicate collection).....	\$2,881.25
Periodicals subscribed for.....	260.90
Binding. ....	175.85
Furniture and Fixtures. ....	224 40
	\$ 3,542.40



Operating Expenses:

Rebinding.....	\$ 342.57		
Salaries - Librarian and staff.....	3,543 99		
Janitor service.....	240 00		
Heating and lighting.....	498.03		
Printing, postage and stationery ...	303.39		
Library supplies.....	204.75		
Incidental expenses.....	242.79		
Refitting, cleaning and repairs.....	53.79	\$5,429 31	\$ 8,971 71

Balance on hand May 31, 1902..... \$ 7,572 76

This balance consists of the following:

In hands of City Treasurer ...	7,504 46
Petty cash in hands of Librarian .....	68 30
	<u>\$ 7,572.76</u>

Respectfully submitted,

G. W. PAULLIN,

C. A. ROGERS,

J. W. THOMPSON.

} Finance Committee.

## TABULATED STATEMENTS.

### ACCESSIONS.

Number of books in the library May 31, 1901		27,100
Number of books purchased past year.....	2 580	
Number of books donated past year.....	229	
Total accessions past year. ....		2,809
Number of books worn out and withdrawn....	275	
Number of books lost or damaged.....	2)	
Total number of books withdrawn.....		295
Total net accessions past year.....		2,514
Total number of books in the library May 31, 1902.....		29,614

### ACCESSIONS ACCORDING TO CLASSIFICATION.

	No. of Vols. Lib'y May 31 1901.	Added during year.	Worn out and with- drawn.	No Vols in Lib'y May 31 1902.
General Works .....	2,935	265	.....	3 200
Philosophy.....	364	59	.....	423
Religion ... ..	663	93	.....	756
Sociology.....	2,427	185	.....	2 6 2
Philology .....	134	15	.....	49
Natural Science.....	1,020	99	.....	1,119
Useful Arts .....	990	109	1	1 098
Fine Arts.....	912	145	.....	1,057
Literature .....	2 988	264	3	3,249
Travel .....	1,794	103	.....	1,897
Biography .....	2 185	227	1	2,411
History... ..	2,251	173	1	2,423
Fiction.....	5 015	603	148	5,470
Books for young people .....	3,422	469	141	3,750
Total.....	27 100	2 809	295	29,614

### REGISTRATION OF READERS.

Number of readers' cards in force May 31, 1901. ....	4,104
--	-------

Number of readers' cards added past year.....	2,252	
	<hr/>	6,356
Number of cards expired past year.....		2,013
Total number of readers' cards in force May 31, 1902		4,343

#### BINDING.

Number of books rebound. ....	910
Number of books newly bound.....	218
	<hr/>
Total number of books bound and rebound...	1,128

#### PERIODICALS.

Number of periodicals subscribed for.....	88
Number of periodicals donated.....	17
	<hr/>
Total number of periodicals.....	105

#### DUPLICATE RENTING COLLECTION.

Circulated 5,437 volumes at 5 cents .....	\$ 271 85
Fines on same.....	52.36
Sale of duplicates no longer needed...	10.00
	<hr/>
Total receipts from this collection.....	\$ 334 21
Books purchased for this collection 254 volumes .....	246.19
	<hr/>
Balance to be expended for new duplicates .....	\$ 88 02

CIRCULATION BY MONTHS, ACCORDING TO CLASSIFICATION, SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGES, 1901-02.

[illegible]

**SUMMARY OF DISBURSEMENTS AND CIRCULATION.**  
**FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO DATE.**

Yrs.	Books.	Periodicals	Furniture and Fixtures	Salaries.	Other Expenses.	Total	Circulation.
1874	\$ 260.00	\$ 161.35	\$ 101.42	\$ 156.75	\$ 399.19	\$ 1 078.71	*9000
1875	1 042.08	89.86	219 10	253.00	402.87	2 006.91	16002
1876	1 333.07	86.70	69 20	348.25	393.17	2,230.39	13195
1877	477.75	.....	59 62	289 00	409 48	1 235 85	13315
1878	400 00	85 00	.....	276 00	644.90	1,405.90	14713
1879	311.60	87.50	12 00	276 00	443.15	1 130 25	16230
1880	250.00	100 00	.....	276 00	390 35	1 016.35	15242
1881	144.91	100 00	80 20	283 00	676.86	1,284.97	17088
1882	24.093	90 00	33.00	289 00	630 33	1,283.26	15357
1883	647.02	97.50	48 70	320.00	757.18	1,870.40	19741
1884	376.87	81.55	.....	336.00	911.67	1 706.09	18050
1885	598 89	156.48	61.10	336 00	779 04	1,931 51	19083
1886	832.35	93.52	.....	341 00	732.49	1,999 36	20992
1887	680.60	105.25	.....	436.50	891.79	2 114.14	19535
1888	768 80	102.60	75.00	413 00	1 041.21	2 400.61	20361
1889	910 45	104.68	300.00	411.52	1 601 43	2 828 08	15905
1890	833 54	97.50	175 00	443 95	1 434 98	3,034 97	24803
1891	945.14	100 48	20 00	552.00	1 302.79	2 920.41	28320
1892	1 071 16	124 93	.....	598.00	1,111 71	2 905.80	31260
1893	1 924.57	125.46	1,090.00	687.10	1,773 02	5 600.15	34294
1894	2 086 44	140 75	32 75	1 160 00	964.00	4 383 94	52862
1895	2,582.68	119.03	31 85	2 190.45	1,742 35	6 666.36	52435
1896	2,164.85	144.45	362 46	2 4 4.96	1,580 90	6,667 62	63165
1897	2 624 10	182 70	130 38	2,876.46	3 152 51	8 966.15	71120
1898	1,657.10	190 25	245 68	3,122 70	2,550 77	7,766 50	99910
1899	1 395 39	241 06	93.26	3 332 96	1,553 52	6,616.19	120798
1900	1 600 63	196.71	124 00	3,519.96	2 440.74	7,882 04	139624
1901	2 459 49	231 85	149 61	3 611 96	2 172.52	8,625.43	137309
1902	2,881.25	260 90	224 40	3 783.99	1,821 17	8,971.71	171135
	\$33,501 66	\$ 3 698 06	\$ 3,738.73	\$23 385.51	\$34 106.09	\$108 430 05	1290844

Estimated. No authentic record.

Volumes transferred from Library Association July 3, 1873 .....	932
Number of volumes in library May 31, 1902.....	29,614
Average yearly growth .....	989
Average expense per volume.....	3.1 cents

## GIFTS.

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	Vols.	Pamphlets.	Nos.
Aguilar Free Library Society.....	...	1	...
American Federation of Labor.....	...	1	...
Amherst College . . . . .	...	1	...
Amsterdam Library Association . . . . .	...	...	1
Armour Institute of Technology.....	...	3	...
Barton, Rev. William E . . . . .	...	2	...
Baumgrass, Mrs. Peter.....	1	...	...
Belleville Public Library.....	...	1	...
Bitely, Isabel . . . . .	1	...	...
Boston Public Library . . . . .	1	10	...
Boutell, Mrs. Anna G.....	26	130	5
Brown, Walter Lee.....	1	...	...
Bryn Mawr College . . . . .	...	1	...
Bureau of Labor Statistics, Hartford, Conn . . . . .	1	...	...
Burlington Free Public Library.....	1	...	...
Cambridge (Mass) Gilman School.....	...	1	...
Canadian Archives.....	...	3	...
Canadian Department of Agriculture . . . . .	...	1	...
Capron, E. M.....	...	2	...
Carnegie Library of Pittsburgh.....	...	1	...
Cedar Rapids Free Public Library.....	...	1	...
Chainey, Rev. George. . . . .	2	...	...
Charleston Public Library.....	...	1	...
Chicago Academy of Science . . . . .	...	1	...
Chicago Municipal Library and Bureau of Statistics.....	...	8	...
Chicago Public Library.....	1	10	...
Christian Science Sunday School of Evanston....	3	...	...
City of Chicago . . . . .	1	...	...
Clarke, Elizabeth P.....	...	...	4
Cleveland F. W.....	2	...	...
Cleveland Public Library.....	...	1	...
Crew, Henry and Tatnal, Robert . . . . .	1	...	...
Cummock School of Oratory.....	...	1	...
Currey, Arthur.....	1	...	...
Davis, N. S., M. D . . . . .	...	2	1



Detroit Public Library.....	1	...
Dodd, Mead & Co. ....	...	20
Dowie, Rev. J. A. ....	1	...
Draper, Andrew S.....	1	...
Drexel Institute.....	1	1
East St. Louis Public Library. ....	2	...
Enoch Pratt Free Library.....	1	...
Erie Public Library.....	1	...
Estate of Rev. A. Edwards.....	14	6
Evanston Club.....	157	23
Evanston Historical Society ....	1	...
Evanston Hospital Board.. ....	2	...
Evanston Woman's Club. ....	1	...
Ferry Hall Seminar.....	2	...
Fletcher Free Library.....	1	...
Gail Borden Public Library.....	...	1
Giles, Alfred E.....	28	...
Girton School.....	1	...
Grimes J. Stanley.....	1	...
Hagarty, Mrs. Kate .....	11	150
Hargreaves, Mary. ..	1	...
Hartford Public Library.....	1	...
Harvard University.....	1	...
Hauser, Mrs. S. E.....	2	...
Hazzard, Charles.....	1	...
Helena Public Library .....	1	...
Hemenway, Dr. Henry B.....	17	...
Hemenway, Ruth.....	1	...
Hewett, Alfred.....	1	...
Hill, Cora M .....	1	...
Hintermeister, Julie M ..	1	...
Hitt, Isaac R .....	1	...
Hoag, T. C .....	44	69
Holgate, Thomas F .....	1	...
Hutchins, F. A.....	1	...
Illinois Bureau of Labor Statistics.....	1	...
Illinois Department of Insurance.....	2	...
Illinois Factory Inspector.....	1	...
Illinois Secretary of State.....	1	...
Illinois State Board Commission of Public Charities.....	1	...
Illinois State Historical Library.....	3	...
Imperial South African Association.....	5	...
Iowa Library Commission.....	4	...
Iowa Masonic Library.....	4	...

Iowa Normal School.....	1	...
Jamaica Institute .....	1	...
John Crerar Library .....	1	...
Joliet Public Library.....	4	...
Knapp, George S.....	2	...
Kedzie, J. H .....	33	23
Kellogg Public Library.....	1	...
Kirkman, Marshall M .....	3	...
Lake Forest University..	1	...
Lake Mohonk Conference.....	1	...
Leipziger, Henry M.....	1	1
Lewis Institute.....	1	...
Library of Congress.....	2	...
Lindsay Public Library.....	3	...
Lord, William S.....	1	...
Los Angeles Public Library.	4	...
Macafee, Rev. William.....	...	...
McClure, Phillips & Co.....	1	...
Manchester Public Library .....	6	..
Manchester (N. H.) City Library.....	2	...
Massachusetts Institute of Technology .....	1	...
Marcy, Mrs. E. E.....	1	...
Maxwell, Mrs. M. R.....	1	7
Mercantile Library of New York.....	1	...
Michigan Central Railroad.....	3	1
Michigan City Library .....	1	1
Michigan State Board of Health.....	1	12 12
Michigan Secretary of State.....	1	...
Milwaukee Public Library.....	1	...
Mount Holyoke College.....	1	..
Muir, Henry D .....	1	...
National Civil Service Reform League.....	54	...
Newberry Library.....	1	...
New York College of Forestry .....	4	...
New York State Library.....	2	...
Nitchie, Charles Carter.....	1	...
North Dakota Agricultural College.....	1	...
Northwestern University.....	1	3
Ogilvie, J. S.. Publishing Co.....	1	...
Olmstead George.....	1	...
Omaha Public Library ..	4	...
Pasadena Public Library.....	11	...
Peoria Public Library ..	3	...
Philadelphia City Institute.....	1	...
Philadelphia Free Library.....	2	...

Pratt Institute Free Library and Brooklyn Public Library.....	3	...
Providence Athenæum.....	1	...
Racine Public Library.....	1	1
Rankin, Charles W.....	1	...
Raymond, F. D.....	1	...
Reed, D. W.....	...	2
Reynolds Library.....	1	...
Rice, William H.....	4	...
Rockford Public Library.....	1	...
St. Joseph Public Library.....	1	...
St. Louis Mercantile Library Association.....	1	...
St. Paul Public Library.....	2	...
San Jose Library.....	3	...
Santa Fe Route.....	2	...
Seranton Public Library.....	1	...
Sedalia Public Library.....	1	...
Seward, George T.....	6	...
Sherwood Press.....	2	..
Shields, Charles W.....	1	...
Silas Bronson Library.....	4	...
Simmons, Gilbert M. Library.....	1	...
Smith College.....	1	...
Smithsonian Institute.....	7	...
Society for the Propagation of the Gospel in foreign parts.....	1	...
Steward, J. T.....	1	...
Stone, George F.....	1	...
Stow, Mrs. N. L.....	1	...
Sunset Club.....	1	...
Sweven, Godfrey.....	1	...
Syracuse Public Library.....	1	...
Tacoma Public Library.....	3	...
Talmadge, L. C.....	43	...
United States Government.....	20	199 51
University of Chicago.....	1	1
University of Illinois.....	2	...
University of Michigan.....	1	...
University of Pennsylvania.....	2	...
University of the State of New York.....	1	9
University of Wisconsin.....	1	...
Unknown Donors.....	3	5
Vassar College.....	1	...
Vermont Free Public Library Commission.....	1	...
Warder Public Library.....	1	...

Warner & Swasey Publishing Co .....	1	...	...
Warren County Library.....	...	4	...
Washington Heights Free Library .....	...	1	...
Webb, Mrs. F. A.....	...	...	14
Weborg, Johanna.. .....	1	...	...
Werner School Book Co.....	1	...	...
Wesleyan University .....	...	1	...
Wilmington Institute. ....	...	1	...
Wilson College.. .....	1	2	...
Wisconsin Department of Public Instruction. ....	...	2	...
Wisconsin Free Library Commission.....	...	4	...
Wisconsin Geological and Natural History Survey.....	2	5	...
Woman's Auxiliary to the Civil Service Reform Assciation, New York .....	...	9	...
Work, J W .....	...	2	...
Yale University.....	...	2	...
Totals. ....	437	60	387







27  
v1  
30

LIBRARY  
OF THE  
UNIVERSITY OF ILLINOIS

**Evanston  
Free . . .  
Public . .  
Library .**

**1902-1903**







J. Thompson.

THIRTIETH  
ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF

EVANSTON, ILL.

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COMPRISING

REPORTS OF THE PRESIDENT, FINANCE COMMITTEE,  
LIBRARIAN, AND HEADS OF DEPARTMENTS.

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FOR THE YEAR ENDING  
MAY 31, 1903





# Board of Directors

	Term expires.
REV. J. H. BOYD, D. D., .. .. .	1903
J. SEYMOUR CURREY, .. .. .	1905
RICHARD C. LAKE, .. .. .	1903
WILLIAM S. LORD, .. .. .	1904
CHARLES G. NEELY, .. .. .	1904
F. W. NICHOLS, .. .. .	1905
GEORGE W. PAULLIN, .. .. .	1904
CHARLES A. ROGERS, .. .. .	1905
JOHN W. THOMPSON, .. .. .	1903

## OFFICERS

J. W. THOMPSON, President. J. S. CURREY, Vice-President,  
W. S. LORD, Secretary. MARY B. LINDSAY, Ass't Secretary.

## STANDING COMMITTEES, 1902-1903.

BOOKS—J. S. CURREY, J. H. BOYD, R. C. LAKE.

MANAGEMENT—W. S. LORD, F. W. NICHOLS, C. G. NEELY.

FINANCE—G. W. PAULLIN, C. A. ROGERS, J. W. THOMPSON.

## LIBRARY STAFF.

MARY BOYDEN LINDSAY, Librarian.

CORA MAY HILL, .. .. . Assistant Librarian  
GERTRUDE LEROY BROWN, .. .. . Cataloguer  
BERTHA STRONG BLISS, .. .. . Accessions and Loan Department  
FLORA NAYLOR HAY, Assistant Loan and Cataloguing Department  
GERTRUDE E. AIKEN, .. .. . Assistant  
EDDY S. BRANDT, .. .. . Assistant  
JOHN W. BAIRD, .. .. . Page and General Assistant

~~11-5-1903~~

1903 Evanston Free pub. lib. 47.

# President's Report.

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EVANSTON, ILL., May 31, 1903.

*To the Honorable Mayor and Council of the City of  
Evanston:*

The thirtieth Annual Report of the Evanston Free Public Library is herewith submitted.

The past year has been an eventful one in the experience of this Library. The steady increase of the demands have drawn heavily upon its resources, oftentimes taxing the administrative corps to its utmost ability, owing to restricted facilities incident to the overcrowded quarters.

Considerable progress has been made in the work of elaborating the card catalogue, making it an analytical or topical index of the library, so as to make readily available the vast accumulation of knowledge contained on its shelves.

It is the intention of the Board of Directors to cause the card catalogue to be made as complete an index of the contents of the library as is practicable in a library of this kind. This will involve constant and painstaking work on the part of the assistants in the catalogue department for several years. The classification and cataloguing of the public documents is an important achievement of the past year.

The work of the Library in connection with the schools has long since passed the experimental stage, and is now one of the regular departments of library administration. It is a most

**SCHOOL WORK  
AN ESTABLISHED  
DEPARTMENT**

practical and growing field of effort. The readiness with which many of the children consult books of reference and run down various topics assigned them, shows a degree of familiarity with reference work possessed by very few adults. The Library continues to be a helpful auxiliary to the various study, reading and culture organizations of our city. The preparation of reference lists on special subjects is still an important feature in the work of the Reference Department.

**THE WORK  
PRACTICALIZED  
AND BROADENED**

In every department there is constant effort to practicalize, broaden and make more effective the administration of the Library, so as to enable patrons to obtain what is sought for with promptness and dispatch. It is a source of great satisfaction to realize that year by year its usefulness increases, its influence in the community extends, and the appreciation of its rich and valuable contents grows upon the people.

**CONFRONTED  
BY A SERIOUS  
CONDITION**

The Library is now confronted by a most serious condition. Its steady and rapid growth has filled its present quarters almost to their utmost capacity. The present situation is such that there must be either expansion of room at a very early date, or contraction of books by boxing those less frequently used. The Children's Department (one of the most important) can only be increased by encroaching upon some other already overcrowded department.

The Reference Department lacks the necessary space to properly and conveniently shelve the books belonging to it, and, as a result of this condition, part of the books are in front and part are in the rear.

More stack room is required for the Loan Department, but floor space, is not available on which to place additional stacks.

The Cataloguing Department has absorbed a large portion of the librarian's office, and still it is cramped for want of space, so that the work is seriously interfered with.

**THE EVENT  
OF THE YEAR**

Failure to secure Mr. C. F. Grey's munificent offer to give \$100,000.00 towards the erection of a suitable building for the use of the library is the important event of the past year. Few public libraries ever have had such an experience. The proposed gift was offered in the most magnanimous spirit, solely with a view to supplying a greatly needed want in such a manner as would be a permanent contribution to the educational interests of Evanston. The conditions accompanying the proposal were reasonable and fair; yet, the Board, after long and strenuous efforts, aided most heartily by many of our citizens, was unable to comply therewith. The need of such a building is pressing, and growing more so every day. To the citizens of Evanston we now turn for the necessary means of supplying this urgent requirement of the Library.

**WHAT A PERMA-  
NENT LIBRARY  
BUILDING  
SHOULD BE**

Such a building should be fire-proof, having separate apartments for the children, reference, general reading, and a lecture room for library extension work; besides stack room for 100,000 volumes with provisions for enlarging the same, desk room for loan department, librarian's room, cataloguing room, general work room, and storage room.

The Evanston Free Public Library is pre-eminently a working library for the people. It ranks amongst the first of its class. The librarian and staff—the administrative

corps—represent the foremost exponents of library economy, and merit the best equipment that can be provided.

**INVESTIGATE  
THE DETAILED  
REPORTS**

A careful examination of the following detailed reports will, I am sure, give a very clear idea of the scope, character and method

of work, the present condition of the Library, and its most pressing needs.

The Librarian's report is replete with most interesting statements and figures, all of which is a portion of the Directors' report.

The statement of the Finance Committee will show the financial condition, and exhibits the cash transactions during the fiscal year ending May 31, 1903, the same having been adopted as the financial report of Board of Directors.

**DEATH OF THE  
FIRST PRESIDENT  
OF THE BOARD  
OF DIRECTORS**

On the ninth day of April 1903, Mr. John H. Kedzie, the first President of the Board of Directors, passed away. He was one of a coterie of citizens, over

thirty years ago, through whose efforts this library came into existence; and when it was finally organized, as the Evanston Free Public Library, he became its first president. This fact shows more plainly than words could tell the high estimation in which he was held by those with whom he was associated. Under the direction of this first Board of Directors, the Library was launched upon a course from which it has never deviated, viz: a library for the people in the interest of the highest social and intellectual development of the community. A biographical sketch of Mr. Kedzie, together with portrait, was published in the annual report for 1901.

Respectfully submitted,

JOHN W. THOMPSON,  
*President, Board of Directors.*

# Librarian's Report.

Including Reports of Heads of Departments.

## *Board of Directors, Evanston Free Public Library:*

GENTLEMEN:—Herewith is submitted the thirtieth annual report of the condition and work of the Evanston Free Public Library for the fiscal year ending May 31, 1903.

### **THIRTIETH ANNIVERSARY**

This thirtieth anniversary of the organization of the Free Public Library seems a fitting time for a brief glance at its growth and development by a comparison of the year's work with that of some former years. From its small beginning of 932 volumes, on July 3, 1873, the Library has grown to contain at the present time 32,529 volumes. Of the 31,597 volumes added since the beginning, over 16,000 volumes represent the growth of the last seven years.

### **GROWTH OF THE LIBRARY**

On May 31, 1896, the Library contained 15,871 books; there were 2,287 readers, to whom were circulated 55,407 volumes during the year.

Today the Library contains 32,529 books, the number of readers is 4,692 and there were circulated to the homes during the past year 97,928 volumes.

Thus we see that in the past seven years, the Library has more than doubled in size and in the number of readers, and the home circulation has almost doubled.

When it is considered that the work represented by these figures is carried on in actually the same floor space occupied by the Library ten years ago, our continued appeal for more room will be appreciated.

In fact, the actual working space in the library is very much less, for it has been necessary to encroach materially upon this space in placing new book shelves.



## Accessions.

The number of books in the library at last report was .....	29,614
Purchased during the past year.....	2,998
Gifts during the past year.....	382
Total accessions.....	3,380
Worn out and withdrawn ..	438
Lost or damaged.....	27
	465
Total net accessions past year .....	2,915
Number of books in the library May 31, 1903.....	32,529

## Accessions According to Classification.

	No. Vols. in Lib'y May 31, 1902.	Added during year.	Worn out or with- drawn.	No. Vols in Lib'y May 31, 1903.
General works.....	3,200	271	..	3,471
Philosophy.....	423	51	..	474
Religion.....	756	134	..	890
Sociology. . . . .	2,612	315	1	2,926
Philology .....	149	12	..	161
Natural science. ....	1,119	146	1	1,264
Useful arts.....	1,098	115	1	1,212
Fine arts .....	1,057	123	1	1,179
Literature.....	3,249	346	5	3,590
History .....	2,423	206	2	2,627
Travel.....	1,897	162	1	2,058
Biography.....	2,411	240	1	2,650
Fiction.....	5,470	486	178	5,778
Books for young people.....	3,750	773	274	4,249
Total. ....	29,614	3,380	465	32,529

Some of the more notable accessions have been as follows:

American State Papers, 21 v.  
 Bell—Representative painters of the Nineteenth Century.  
 Cambridge Bible—New Testament, 19 v.

Chittenden—Early steamboat navigation on the Missouri river.  
 Fiske—Works, 24 v.  
 Hanotaux—Contemporary France, 4 v.  
 Moulton—Library of literary criticism, 5 v.  
 Myers—Human personality and its survival of bodily death, 2 v.  
 Poole's Index, v. 5.  
 Shea—Early voyages up and down the Mississippi river.  
 Rand & McNally—Atlas of the World, 2 v.  
 Soule—Art reference catalogue.  
 Supplement to Encyclopedia Britannica, 11 v.  
 Thesaurus Dictionary of the English language.  
 U. S. Pacific Railroad Surveys, 13 v.  
 U. S. 12th Census, 10 v.  
 Voltaire—Works, LaVerite edition, 42 v.  
 Wilson—History of the American People, 5 v.

Some few changes have been made in our periodical list, a few serials dropped, and others added. Among those added may be mentioned—Christendom, Handicraft, National Geographic Magazine and Success.

Periodicals subscribed for 91, Periodicals donated 12, total 103.

We continue to be the recipient of many gifts, and to our many generous Evanston friends are we especially grateful for valuable and interesting books, many of which are the works of Evanston writers. A list of donors is appended to this report.

Our registration of readers shows a decided increase, as the following table will show, there being 211 more new readers' cards issued this year than last.

### Registration of Readers.

Cards in force May 31, 1902.....	4343
New cards issued. ....	2463
	<hr/>
	6806
Cards expired during year.....	2114
	<hr/>
Cards in force May 31, 1903 .....	4692

## CIRCULATION OF BOOKS

The table on page 20 contains statistics of circulation of the several classes of books for each month of the year showing home and school circulation and books used as reference. Of the latter, no attempt is made toward an actual count of books used in the Library, but the figures as given are based on the number of persons using the Library, and this number is probably underestimated, as these statistics do not include the number of persons constantly using the open shelves.

The work with and for the children is of course still hampered by our lack of room, and we have practically no more room in their department for new books. The work of sending books to the more remote schools is still continued with good success and with the cordial and hearty support and co-operation of the teachers. But the many things which we could do by way of helping the children who come to the Library are impossible in our present crowded quarters.

## Reference, Loan and Children's Departments.

Miss Cora Hill, Assistant Librarian, reports as follows upon the Loan, Reference and Children's departments:

"The Loan department was open 302 days from nine A. M. to nine P. M. The Library was closed four days in November for necessary cleaning and repairs.

The reading room was open on Sundays and holidays as usual from two until six P. M., with the exception of Christmas, July fourth and Sundays during July and August.

Books circulated for home use . . . . .	97,928
(Gain over last year of 8,199 volumes)	
Books used in the Library (estimated) . . . . .	25,208
(Gain over last year of 3,024 volumes)	
Books circulated through schools . . . . .	51,045

Total use of the Library for the year .....174,181  
 (Gain over last year of 3,046 volumes)

Largest circulation for one day—April 4.... .....905

Smallest circulation for one day—July 17..... ..... 160

Largest circulation for one month—April..... ..... 13,029

Smallest circulation for one month—August..... .....7,626

In the Reference Department special reading lists have been prepared at the request of individuals and clubs, upon the following subjects :

### READING LISTS

America.

American manners.

Bacon-Shakespeare controversy.

Children's reading.

Contemporary American  
 [literature.

Direct election of U. S. senators.

Domestic service—Servants.

English wit.

Epicureans and Epicurean fads.

Influence of classics on education.

Influence of the World's Fair on  
 [art.

John Huss.

List of 100 best books for boys  
 [from 7 to 14 years.

Minor American poets.

Mohammedanism—Islamism.

Relation of parents and teachers.

Short story writers.

William Morris.

Books from the circulating department have been reserved from time to time for the use of students in the High School and Northwestern University. We notice a much larger use of the Library by the University students, the privileges of non-resident students having been extended, giving them two books on a card.

### SCHOOL CIRCULATION

Eight schools have as usual taken advantage of our special school libraries, and the use made

by the schools of that collection as well as the main Library, is indeed satisfactory. A report is sent to us every month from each school, and these reports show a total of 51,045 books to have been used for reference and circulation. Each teacher is allowed six books for school work on her personal card and twenty books for school room and home use by the pupils; the latter may be kept two months.

**DUPLICATE  
RENTING  
COLLECTION**

The duplicate renting collection continues to be very popular, and the demands made upon it are so great that we can scarcely supply them. This collection lessens the great demand in the main library, and as the duplicates are transferred to the main library when they have paid for themselves, we feel that the demand for popular books was never so well satisfied as now.

Circulated 7,374 volumes at five cents.....	\$368.70
Fines on same.....	101.60
Sale of duplicates no longer needed.....	22.50
<hr/>	
Total receipts from this collection.....	\$492.80
Books purchased for this collection (317 v.).....	307.21
<hr/>	
Balance to be expended for new duplicates.....	\$185.59

We have circulated as seven-day books, duplicate copies of the current numbers of Century, Harper's, Scribner's, Munsey's, Cosmopolitan, Harper's Bazar, McClure's and Review of Reviews.

Postal notices for delinquent books to the number of 1,352 have been mailed. Fines for delinquent books have been received to the amount of \$553.76, including \$101.60 for books in the renting collection.

The following books were bound and repaired :

<b>BINDING AND REPAIRS</b>	Bound for first time .....	518
	Rebound.....	1,522
	Total.....	2,040
	Repaired in the Library.....	1,991

The binding and rebinding represents a cost of \$1,154.17. This is unusually large owing to the great numbers of public documents which have been bound, many of which have been waiting several years for binding."

## Catalogue Department.

The work of our Cataloguing Department is constantly growing and broadening. Miss Brown, our Cataloguer reports upon her work as follows :

"The number of accessions recorded for the past year is 3,380 including replaced books. The total number of volumes classified, self-listed and catalogued was 3,080. In addition to these, some 200 volumes were catalogued and shelf-listed. For these volumes about 12,000 cards were prepared and filed in the card catalogue. Of these about 2,300 were printed cards, which include those printed by the Library of Congress, and those from the U. S. Department of Agriculture.

**PRINTED  
CATALOGUE  
CARDS.  
ANALYTICS**

The catalogue is gradually becoming a complete dictionary catalogue, special attention being given to subject headings and analytical work, the latter greatly facilitated by the use of Library of Congress cards. A set of over 1,000 printed analytical cards for the thirty volumes of the Warner library was secured and filed, thus making this valuable set of books much more useful. Printed analytical cards were also obtained for the U. S. Geological survey bulletins, Consular reports, and a few other sets. The children's catalogue will be greatly benefited by the printed cards for the children's books received by subscription from the Carnegie Library of Pittsburg. They will replace in great part the soiled cards in the catalogue and the numerous analytics will render the books more useful.



Three six-page bulletins have been issued, containing lists of new books.

**INVENTORY** An inventory of all books in the library for the year 1901 was taken, but was not completed in time for last year's report. This inventory showed eighty-seven books missing, of which nine were fiction, seventeen were general works, and fifty-one children's books.

Every effort is made to bring to the reader the fullest resources of the library and the department is gratified by the results obtained. The need of a full time assistant in this department is now urgent.

The amount of work required not only in preparing current accessions for the readers, but also for the completion of long delayed pieces of work and the careful analytical work necessary for long sets of valuable books required from time to time, would in many libraries occupy the time of three persons."

**PUBLIC DOCUMENTS** Large exchanges were made during the year with the Superintendent of Documents at Washington, thus clearing our shelves of many unused and unnecessary volumes and gaining for us many valuable government publications which will be of great service. All of our public documents have been made of much more value to us by careful cataloguing. With the special training which Miss Brown received at Madison last year in Miss Hasse's Public Document course, she has been able not only to render what documents we have more accessible, but has, by careful watching of exchange lists and sale catalogues, enabled us to pick up many volumes which were needed to complete our sets. We would emphasize the need of a full time assistant in the

Cataloguing Department; and we trust that the addition of one new assistant on the staff which you granted this month, may result in allowing most of the services of one of the older assistants to be given to the Cataloguing Department.

#### **LIBRARY MEETINGS**

As customary, with your generous permission, the library has been represented during the year

at the National and State Library meetings.

Your Librarian and Misses Brown and Bliss attended the American Library Association meeting at Magnolia, Mass., in June, 1902.

The Illinois State Library Association met at The University of Chicago in April, 1903, and the Librarian and four of the staff attended. The Librarian had charge of the program of the Section of Children's work; Miss Brown gave a report upon printed catalogue cards as received from Library of Congress, and Miss Hill read a brief report upon our Children's work.

#### **THE STAFF**

Several changes have occurred in the personnel of the staff.

Miss Elizabeth P. Clarke, assistant for Reference and School work, resigned July 1 to accept the position of Librarian of the Seymour Library, Auburn, N. Y. In September, by action of your board, Miss Cora M. Hill, Superintendent of the Loan Department, who has been on the staff since September, 1896, was made Assistant Librarian, and a readjustment of work among the staff, made it possible for the Assistant Librarian to have general superintendence of the Reference and Loan Departments and Children's work. At the same time a new position was opened in the Loan Department which was filled by Miss Flora N. Hay, who was certified by the Civil Service Commission, Oct. 15, 1902.

Arthur H. Knox resigned his position September 1, 1902, and was succeeded Nov. 1 by John W. Baird.

Additional help on the staff was found necessary and in accordance with your action of April 30, authorizing employment of a new assistant at the Loan Desk, Miss Gertrude E. Aiken was appointed, having been certified by the Civil Service Commission, May 1, 1903.

The entire staff deserve commendation for the faithful and efficient way in which they perform their work. We are constantly gratified to hear from those they serve, of their cheerful and helpful service, much of which service is given at longer hours and for smaller compensation than the quality of the work deserves.

To you, gentlemen of the Board, is due an expression of our grateful appreciation of your continued interest in the work of the Library and your generous support in all matters pertaining to its administration.

Respectfully submitted,

MARY B. LINDSAY,  
Librarian.

May 31, 1903

CIRCULATION BY MONTHS, ACCORDING TO CLASSIFICATION, SHOWING SCHOOL AND GENERAL CIRCULATION AND PERCENTAGES, 1902-1903.

CLASSIFICATION	June.		July.		Aug.		Sept.		October.		Nov.		Dec.		January.		February.		March.		April.		May.		Percentage based on total use of Library, 1903.
	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Lib.	Sch.	Total	
General Works.....	73	71	58	80	97	101	101	97	97	97	139	103	103	107	110	124	124	124	124	124	124	124	124	1273	1.80
Philosophy.....	45	40	33	48	69	86	86	69	51	51	89	78	78	107	107	148	148	148	148	148	148	148	148	63	62
Religion.....	90	65	44	69	75	75	75	75	75	75	70	91	91	132	132	201	201	201	201	201	201	201	201	90	1.11
Sociology.....	75	47	62	106	114	114	114	114	114	114	128	94	94	140	140	193	193	193	193	193	193	193	193	1087	1.50
Philology.....	131	110	94	97	101	101	101	101	101	101	139	103	103	107	110	124	124	124	124	124	124	124	124	81	1.04
Natural Science.....	93	59	64	90	97	101	101	97	97	97	139	103	103	107	110	124	124	124	124	124	124	124	124	173	1.51
Useful Arts.....	107	80	82	126	126	126	126	126	126	126	221	173	173	221	221	259	259	259	259	259	259	259	259	104	1.20
Fine Arts.....	294	214	216	254	254	254	254	254	254	254	408	216	216	408	408	556	556	556	556	556	556	556	556	1383	1.93
Literature.....	162	96	123	147	147	147	147	147	147	147	274	216	216	274	274	362	362	362	362	362	362	362	362	375	4.64
History.....	96	97	142	170	170	170	170	170	170	170	257	216	216	257	257	362	362	362	362	362	362	362	362	243	2.77
Travel.....	150	142	127	170	170	170	170	170	170	170	257	216	216	257	257	362	362	362	362	362	362	362	362	157	1.90
Biography.....	4639	4323	4064	4705	4705	4705	4705	4705	4705	4705	6357	4705	4705	6357	6357	8545	8545	8545	8545	8545	8545	8545	8545	248	2.85
Fiction.....	1796	1607	1539	1969	1969	1969	1969	1969	1969	1969	2713	1969	1969	2713	2713	3623	3623	3623	3623	3623	3623	3623	3623	4896	55.98
Juvenile.....	7991	6981	6906	7405	7405	7405	7405	7405	7405	7405	8276	7405	7405	8276	8276	10933	10933	10933	10933	10933	10933	10933	10933	1950	22.65
Total Home Circulation.....	1568	1224	1020	1640	1640	1640	1640	1640	1640	1640	2187	1640	1640	2187	2187	2904	2904	2904	2904	2904	2904	2904	2904	3482	56.23
Reference.....	9259	8185	7626	9045	9045	9045	9045	9045	9045	9045	10667	9045	9045	10667	10667	14067	14067	14067	14067	14067	14067	14067	14067	47659	14.47
School.....	7004	6599	6331	6244	6244	6244	6244	6244	6244	6244	7089	6331	6331	7089	7089	8545	8545	8545	8545	8545	8545	8545	8545	3623	29.30
Total, 1903.....	1953	1068	1044	1122	1122	1122	1122	1122	1122	1122	1173	1122	1122	1173	1173	1531	1531	1531	1531	1531	1531	1531	1531	174181	
Home.....	7004	6599	6331	6244	6244	6244	6244	6244	6244	6244	7089	6331	6331	7089	7089	8545	8545	8545	8545	8545	8545	8545	8545	7213	89720
Reference.....	1953	1068	1044	1122	1122	1122	1122	1122	1122	1122	1173	1122	1122	1173	1173	1531	1531	1531	1531	1531	1531	1531	1531	2670	22184
School.....	8957	7667	7375	7966	7966	7966	7966	7966	7966	7966	9530	7966	7966	9530	9530	12530	12530	12530	12530	12530	12530	12530	12530	2551	58222
Total, 1902.....	8957	7667	7375	7966	7966	7966	7966	7966	7966	7966	9530	7966	7966	9530	9530	12530	12530	12530	12530	12530	12530	12530	12530	12134	171155
Gain, Home Circulation.....	887	392	275	1161	1161	1161	1161	1161	1161	1161	548	1161	1161	548	548	721	721	721	721	721	721	721	721	1542	8199
Loss, ".....	302	518	251	1679	1679	1679	1679	1679	1679	1679	23313	1679	1679	23313	23313	30213	30213	30213	30213	30213	30213	30213	30213	35525	3046
Gain, 1903.....	302	518	251	1679	1679	1679	1679	1679	1679	1679	23313	1679	1679	23313	23313	30213	30213	30213	30213	30213	30213	30213	30213	35525	3046
Loss, 1903.....																									

# Annual Financial Statement.

MAY 31, 1903.

Balance in hands of City Treasurer, May 31, 1902.....				\$7504 46
Received from taxation 1902-'03:				
County Collector, Nov. 22, '02.....	\$4401 12			
Town Collector, New Trier, March 19, '03.....	21 24			
Town Collector, Town of Evanston, April 1, '03.....	4080 83	8503 19	\$16007 65	

## Receipts.

Petty Cash:

Balance in hands librarian May 31, 1902.....			68 30	
Fines .....	452 16			
Duplicate cards.....	11 30			
Catalogues sold (graded lists).....	19 35			
Transient memberships.....	5 00			
Books lost and damaged and paid for	19 05			
Rentals of duplicate books.....	368 70			
Fines from duplicate books.....	101 60			
Sale of duplicate books.....	22 50			
Sale of request postals.....	10 19			
Express refunded.....	2 48			
Sold Library League badges.....	04			
Bryant Circle, for one-half cost of printing bulletin.....	1 25			
From postage refunded.....	12			
Refund on subscription to Amateur Work .....	50	1014 24	1082 54	
				\$17090 19

## Disbursements.

Books purchased (of which \$307.21 was for duplicate collection).....	2746 10
Periodicals subscribed for .....	333 79
Binding .....	413 25
Furniture and Fixtures.....	100 89
	<hr/>
	3594 03

Operating Expenses:

Rebinding.....	\$ 740 92
Salaries—Librarian and staff.....	3481 99
Janitor service.....	240 00
Heating and lighting.....	519 32

Printing, postage and stationery....	180 47		
Library supplies.....	223 55		
Incidental expense.....	331 07		
Refitting, cleaning and repairs.....	89 37		
Insurance.....	165 00		
Building site.....	97 63		
Refunded for lost books found.....	1 05	6070 37	9664 40
Balance on hand, May 31, 1903.....			\$ 7425 79
In hands City Treasurer.....	7394 75		
In hands Librarian.....	31 04		
	<u>\$7425 79</u>		
City Treasurer's balance, May 31.....	7925 23		
Less bills for May.....	530 48		
	<u>\$7394 75</u>		

Respectfully submitted,

G. W. PAULLIN, }  
C. A. ROGERS, } Finance Committee.  
J. W. THOMPSON, }

## Children's Library League.

ORGANIZED FEBRUARY, 1899.

OBJECT—The promotion of the proper appreciation of books, their care, use, etc.

### Pledge.

We, the undersigned, members of the Library League, agree to do all in our power to assist the Librarian in keeping the books in good condition.

We promise to remember that good books contain the living thoughts of good and great men and women, and are therefore entitled to respect.

We will not handle any Library book roughly, carelessly, or with dirty hands; will not mark it, turn down leaves, or injure it in any way.

We will do all in our power to interest other boys and girls in the right care of books, and will report all that we find in bad condition.

When in the Library we will step softly and move quietly, and try not to annoy other readers by any unnecessary noise or talking.

League Motto—"Clean hearts, clean hands, clean books."



## Gifts.

	Vols.	Pamphlets.	Nos.
Amsterdam, N. Y. Free Public Library .....		..	1
Annapolis (N. S.) Board of Trade.. .. .		3	..
Aguilar Free Library Society, New York.....		2	..
Armour Institute of Technology, Chicago.....		2	1
Art Institute of Chicago.....		4	..
Atchison, Topeka & Santa Fe Ry .....	2	3	..
Belleville, Ill. Public Library.....		1	..
Beloit, Wis. Free Library.....		..	1
Biddle, Miss S. M. ....	1	..	..
Boston Book Co., Boston, Mass .....		2	..
Boston Public Library.....	2	23	..
Brooklyn, N. Y., Public Library.....		2	..
Brooklyn Public Library & Pratt Institute Free Library.....		12	..
Brown University, Providence, R. I.....		1	..
Burden, Wm. E.....	3	..	..
Burden, Mrs. W. E.....	1	..	..
Burlington, Iowa, Free Public Library.....		2	..
Carnegie Library of Atlanta, Ga.....		1	..
Carnegie Public Library, Bradford, Pa .....	1	..	..
Carnegie Library, Nashville, Tenn.....		1	..
Carnegie Library of Pittsburg, Pa .....		1	..
Chicago & Northwestern Ry.....	1	..	..
Chicago Historical Society.....		1	..
Chicago Municipal Library & Bureau of Statistics.....		8	..
Chicago Public Library.....		4	..
Chicago Y. M. C. A. Central Department....	1	..	..
Cleveland, O. Public Library.....		1	..
Coe, George A.....	1	1	..
Columbus, O. Public School Library.....		2	..
Currey, J. S.....	2	..	..
Davis, Dr. N. S.....		1	..
Davis, Dr. N. S., Jr.....		2	..
Dayton, O. Public Library and Museum.....		2	..
Depew, Chauncey M... ..		1	..
Des Moines, Iowa, Public Library.....		1	..
Detroit, Mich., Public Library.....		5	..

Dickerson, J. S. ....	..	5
Dover, N. H., Public Library. ....	2	1
Drexel Institute, Philadelphia, Pa. ....	1	..
Eau Claire, Wis. Public Library. ....	2	..
East St. Louis, Ill. Public Library. ....	2	..
Eckler, Peter. ....	1	..
Edgar, T. S. ....	1	..
Educational Publishing Co. ....	1	..
Edwards, Arthur, Estate of. ....	5	..
Enoch Pratt Free Library, Baltimore, Md. ....	1	..
Evanston, Ill., City of. ....	9	..
Evanston Index Company ....	1	..
Foss, George Edmund, Washington, D. C. ....	7	..
Fry, Mrs. S. M. D. ....	1	..
Galesburg, Ill. Public Library. ....	1	..
Girton School, Winnetka, Ill. ....	..	6
Gloversville, N. Y. Free Public Library. ....	3	..
Grand Rapids, Mich. Public Schools. ....	1	..
Gridley, N. C. ....	..	1
Griswold, Clara C. ....	..	25
Hamilton, Canada Public Library. ....	1	..
Hartford, Conn. Public Library. ....	1	..
Harvey, L. D. ....	1	2
Hasse, Adelaide R. ....	1	..
Haverhill, Mass. Public Library. ....	5	..
Helena, Mont. Public Library. ....	1	..
Hermann, Oscar. ....	1	..
Highland Park, Ill. Public Library. ....	1	..
Hill, Cora May. ....	1	..
Hoge, Holmes. ....	1	..
Hogle, Howard. ....	2	..
Hopwood, Grace B. ....	1	..
Hughitt, Marvin. ....	1	..
Hussey, J. V. ....	1	..
Illinois Secretary of State. ....	25	30
Illinois Federation of Women's Clubs. ....	1	..
Illinois State Board of Health, Springfield, Ill. ....	1	..
Illinois State Historical Society, Springfield, Illinois. ....	2	..
Indianapolis, Ind. Public Library. ....	1	1
Iowa A. F. and A. M. Grand Lodge Masonic Library, Cedar Rapids, Iowa. ....	4	..
Iowa Library Commission, Des Moines, Iowa ..	6	..
John A. Logan Post through E. R. Lewis. ....	1	..
John Crerar Library, Chicago. ....	4	..

Johns Hopkins University, Baltimore, Md. . . . .	10	..
Joliet, Ill. Public Library . . . . .	9	2
Kansas City, Mo. Public Library . . . . .	4	..
Kansas State Normal, Emporia . . . . .	2	..
Kellogg Public Library, Green Bay, Wis. . . . .	1	1
Lake Mohonk Conference, N. Y. . . . .	1	..
Lawson, Thos. W. . . . .	1	..
Lewis Institute, Chicago . . . . .	1	..
Library of Congress, Washington, D. C. . . . .	3	5
Lindsay, Ont. Public Library . . . . .	1	..
Los Angeles, Cal. Public Library . . . . .	13	..
Lovejoy, Mrs. A. P. . . . .	1	..
Madison, Wis. Free Library . . . . .	1	..
Manchester, N. H. Library . . . . .	4	..
Massachusetts Institute of Technology, Boston . .	2	..
Medford, Mass. Public Library . . . . .	1	..
Merchants' Ass'n. of N. Y. . . . .	1	..
Mercantile Library of N. Y. . . . .	1	..
Michigan Central Ry . . . . .	1	..
Michigan City, Ind. Public Library . . . . .	..	1
Michigan State Board of Health, Lansing, Michigan . . . . .	1	8
Michigan State Library, Lansing, Mich. . . . .	1	..
Milwaukee, Wis. Public Library . . . . .	2	1
Mulhane, L. W. . . . .	1	..
National Council of Women of U. S. . . . .	1	..
National Educational Association . . . . .	1	..
New York Public Library . . . . .	21	..
New York State Library, Albany, N. Y. . . . .	6	..
Newark, N. J. Free Public Library . . . . .	5	9
Newberry Library, Chicago . . . . .	1	..
Northwestern University . . . . .	1	4
New Orleans, La. Public Library . . . . .	1	..
Niagara Falls, N. Y. Public Library . . . . .	1	..
Nichols, F. W. . . . .	6	4
Northern Illinois State Normal School, DeKalb . .	2	..
Omaha, Neb. Public Library . . . . .	3	..
Osterhout Free Library, Wilkes-Barre, Pa. . . . .	3	..
Pasadena, Cal. Public Library . . . . .	12	..
Pedley, Frank, Supt. of Immigration, Ottawa . .	1	..
Pennsylvania Prison Society, Philadelphia, Pa . .	2	..
Peoria, Ill. Public Library . . . . .	3	2
Philadelphia, Pa. Free Library . . . . .	1	..
Philadelphia, Pa. City Institute . . . . .	1	..
Philippine Civil Service Board . . . . .	1	..

Pratt Institute Library, Brooklyn, N. Y.....	1	..
Providence, R. I. Public Library.....	1	..
Pushman Bros.....	2	..
Quincy, Ill. Public Library.....	2	..
Reynolds Library, Rochester, N. Y.....	1	..
Rice, W. H..... 8	2	22
St. Louis, Mo. Public Library.....	6	7
Salem, Mass. Public Library.....	4	1
San Francisco, Cal. Public Library.....	1	..
Sanford, F. W.....	1	..
Scranton, Pa. Public Library..... 1	3	..
Sedalia, Mo. Public Library.....	1	..
Silas Bronson Library, Waterbury, Conn.....	15	..
Siller, Mrs. C. G..... 37	..	..
Simmons, F. M.....	2	..
Smithsonian Institute, Washington, D. C.... 6	10	..
Smyth, G. Hutchinson..... 1	..	..
Springfield, Mass. City Library Association..	1	..
Stone, George F..... 23	2	..
Stuart, Dr. Chas. M..... 1	31	1
Syracuse, N. Y. Public Library.....	1	..
Taylor, C. F..... 1	..	..
Thompson, J. W.....	..	1
Trenton, N. J. Free Public Library.....	1	..
U. S. Government..... 157	414	19
Universalist Publishing House..... 1	..	..
University of Chicago..... 2	..	..
University of Illinois, Urbana, Ill.....	7	1
University of Michigan, Ann Arbor, Mich... ..	2	..
University of Pennsylvania, Philadelphia, Pa. 1	..	..
University of Wisconsin, Madison, Wis.....	1	..
Vermont Board of Library Commissioners, Burlington, Vt.....	1	..
Warder Public Library, Springfield, O.....	1	..
Warren County Library, Monmouth, Ill.....	4	..
Wesleyan University, Middletown, Conn.....	3	..
West Ham, Eng. Public Library, Canning- town Branch.....	1	..
Willard, J. F..... 1	..	..
Wilmington, Del. Institute.....	4	..
Winona, Minn. Free Public Library.....	3	1
Windsor, Ont., Public Library.....	1	..
Wisconsin Free Library Commission, Madison Wisconsin .....	1	1
Wisconsin Department of Public Instruction. 1	..	..

Wisconsin State Historical Society, Madison,			
Wisconsin .....	1	..	
Woman's National Relief Association, New			
York, N. Y .....	2	..	
Yates, Henry .....	1	2	..
Y. M. C. A. of Northwestern University....	1	..	
Total.....	327	851	172

## Summary of Disbursements and Circulation

FROM ORGANIZATION OF FREE PUBLIC LIBRARY TO DATE.

Yrs	Books.	Period- icals.	Furniture and Fix- tures.	Salaries.	Other Expenses.	Total	Circula- tion.
1874	\$ 260 00	\$ 161 35	\$ 101 42	\$ 156 75	\$ 399 19	\$ 1,078 71	*9,000
1875	1,042 08	89 86	219 10	253 00	402 87	2,006 91	16,002
1876	1,333 07	86 70	69 20	348 25	333 17	2,230 39	13,195
1877	477 75	.....	59 62	289 00	409 48	1,235 85	13,315
1878	400 00	85 00	.....	276 00	644 90	1,405 90	14,713
1879	311 60	87 50	12 00	276 00	443 15	1,180 25	16,290
1880	250 00	100 00	.....	276 00	390 35	1,016 35	15,242
1881	144 91	100 00	80 20	283 00	676 86	1,284 97	17,088
1882	240 93	90 00	33 00	289 00	630 33	1,283 26	15,357
1883	647 02	97 50	43 70	320 00	757 18	1,870 40	19,741
1884	376 87	81 55	.....	336 00	911 67	1,706 09	18,050
1885	598 89	156 48	61 10	336 00	779 04	1,931 51	19,083
1886	832 35	93 52	.....	341 00	732 49	1,999 36	20,992
1887	680 60	165 25	.....	436 50	891 79	2,114 14	19,535
1888	768 80	102 60	75 00	413 00	1,041 21	2,400 61	20,361
1889	910 45	104 68	300 00	411 52	1,101 43	2,828 08	15,905
1890	893 54	97 50	175 00	493 95	1,434 98	3,634 97	24,803
1891	945 14	100 48	20 00	552 00	1,302 79	2,920 41	28,320
1892	1,071 16	124 93	.....	598 00	1,111 71	2,905 80	31,260
1893	1,924 57	125 46	1,090 00	687 10	1,773 02	5,600 15	34,294
1894	2,086 44	140 75	32 75	1,160 00	964 00	4,383 94	52,862
1895	2,582 68	119 03	31 85	2,190 45	1,742 35	6,066 36	52,435
1896	2,164 85	144 45	362 46	2,414 96	1,580 90	6,067 62	63,165
1897	2,624 10	182 70	130 88	2,876 46	3,152 51	8,966 15	71,120
1898	1,657 10	190 25	245 68	3,122 70	2,550 77	7,766 50	99,910
1899	1,395 39	241 06	93 26	3,332 96	1,553 52	6,616 19	120,798
1900	1,600 63	196 71	124 00	3,519 96	2,440 74	7,882 04	139,624
1901	2,459 49	231 85	149 61	3,611 96	2,172 52	8,625 43	137,309
1902	2,881 25	260 90	224 40	3,783 99	1,821 17	8,971 71	171,135
1903	2,746 10	333 79	100 89	3,721 99	2,761 63	9,664 40	174,181
	\$36,247 76	\$ 4,031 85	\$ 3,839 62	\$37,107 50	\$36,928 57	\$118,155 30	1,465,025

\*Estimated. No authentic record.

## Annual Growth of the Library.

June, 1871—	916 volumes.				
Oct., 1872—	918	"	Net growth.....	2 volumes	
June, 1873—	932	"	"	14	"
May, 1874—	1,046	"	"	114	"
" 1875—	1,654	"	"	608	"
" 1876—	2,281	"	"	627	"
" 1877—	2,516	"	"	235	"
" 1878—	2,791	"	"	275	"
" 1879—	3,114	"	"	323	"
" 1880—	3,318	"	"	204	"
" 1881—	4,159	"	"	841	"
" 1882—	4,367	"	"	208	"
" 1883—	4,757	"	"	390	"
" 1884—	5,181	"	"	424	"
" 1885—	5,814	"	"	633	"
" 1886—	6,491	"	"	677	"
" 1887—	7,013	"	"	522	"
" 1888—	7,646	"	"	633	"
" 1889—	7,702	"	"	689	"
" 1890—	9,004	"	"	1,302	"
" 1891—	9,666	"	"	662	"
" 1892—	10,056	"	"	390	"
" 1893—	11,198	"	"	1,142	"
" 1894—	12,578	"	"	1,380	"
" 1895—	13,968	"	"	1,390	"
" 1896—	15,871	"	"	1,903	"
" 1897—	18,778	"	"	2,907	"
" 1898—	20,931	"	"	2,203	"
" 1899—	22,807	"	"	1,826	"
" 1900—	24,488	"	"	1,681	"
" 1901—	27,100	"	"	2,612	"
" 1902—	29,614	"	"	2,514	"
" 1903—	32,529	"	"	2,915	"



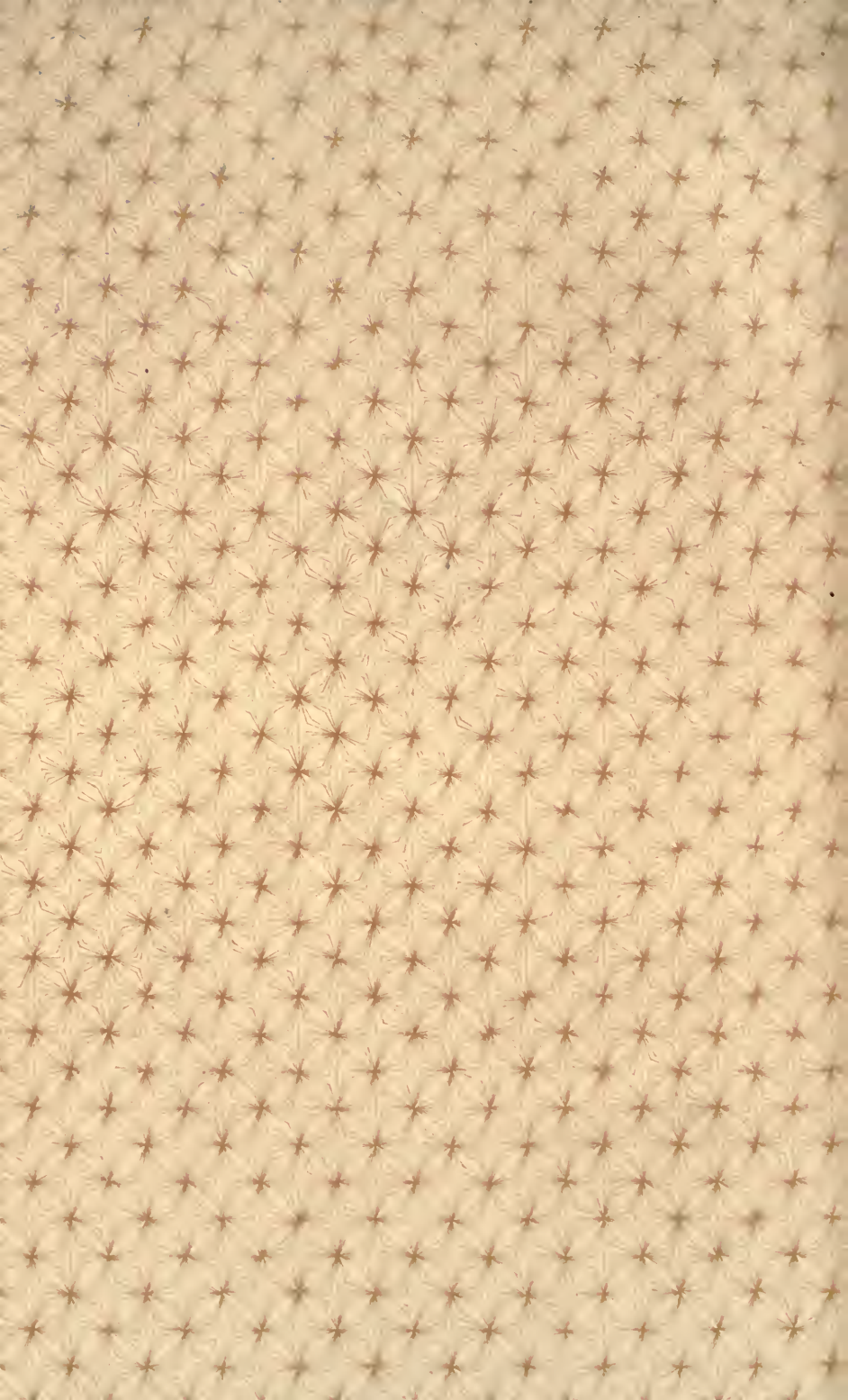
















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